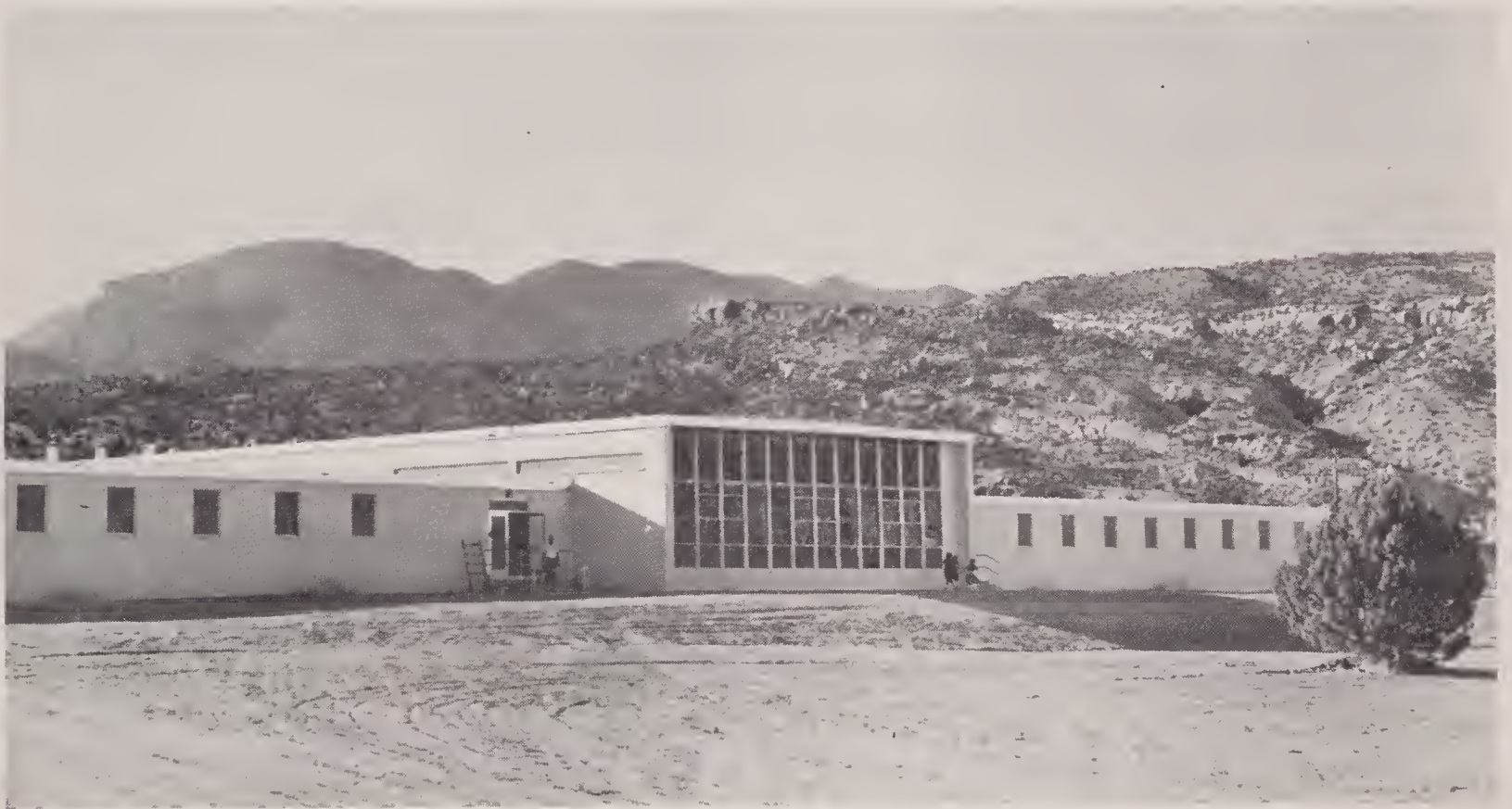


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HOUSEKEEPING IN BOARDING AND DAY SCHOOLS

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UNITED STATES
DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs
Washington, D. C.

UNITED STATES
DEPARTMENT OF THE INTERIOR

Stewart L. Udall, Secretary of the Interior

BUREAU OF INDIAN AFFAIRS
Philleo Nash, Commissioner

BRANCH OF EDUCATION
Hildegard Thompson, Chief



U.S. Bureau of Indian Affairs

H O U S E K E E P I N G

I N

B O A R D I N G A N D D A Y S C H O O L S

1962

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS--BRANCH OF EDUCATION

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FOREWORD

Housekeeping in Boarding and Day Schools has been prepared for the use of all employees. Whatever our job may be in the Branch of Education, we are all "housekeepers" for each of us is responsible for the care and use of the equipment and the location where we work.

The suggested methods for the care of equipment and facilities have been developed from recommendations made by committees of employees and supervisory personnel from experiences in practices that have proved good, and from the recommendations of manufacturers of specific items. The suggestions are not meant as the last word. Improved, more effective, and time-saving methods are constantly being developed. New, original, and interesting techniques are always available for trial. In housekeeping practices, as in any program, it is well to be alert to new ideas.

The uses of the material may be varied. It may serve as a source reference: (1) for employees' use, (2) for supervisors in on-the-job training, (3) for developing an organized training program. Too, the material may be used "hand-in-hand" with a Series of Lessons for In-Service Training Instructional Aids (Child Guidance) published by the Branch of Education, January, 1960.

In planning housekeeping practices, we take into consideration all who live in the home. In preparing this material, the child and the part he may rightfully take in homemaking has been kept in mind.

No matter what the age, something happens to a group or to an individual child when a real job is undertaken. There is pride and a perceptible gain in stature that is unmistakable. It is as though youngsters see themselves as responsible people when they have a responsible job to do.¹

Nowhere is there a better opportunity to motivate and enlist student interest than in housekeeping experiences. The actual things are there; the real experiences are at hand. How much more fun one can have from learning with the concrete as compared to the abstract or imaginary. In housekeeping every part of the school offers opportunities for cooperative planning and thinking, to improve and care for it. This is true of any school whether it is old and run-down or is new and modern with good furnishings

1. Myrtle Searles, "Real Responsibilities for Children," Childhood Education, Volume 37 (April 1961), p. 372

Foreword

and colorful accessories, landscaped grounds, and ample sidewalks and play areas. Children have a natural interest in their surroundings. It is our duty to foster this interest and steer it in the right direction. Because all housekeeping experiences are an important part of the educational program, they should never be used as a means of punishing a child.

There are certain jobs that all children who are not handicapped can and should do. There are certain jobs that children are expected to do only after a certain age of physical, mental, and experiential development is met. There are certain jobs that employees only are expected to do.

CHAPTER 1

THE EMPLOYEE HAS MANY RESPONSIBILITIES

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THE EMPLOYEE HAS MANY RESPONSIBILITIES

All employees of the Bureau of Indian Affairs, Branch of Education, hold responsible positions. The purposes of the Bureau and the care and education of Indian children are accomplished when each and every employee knows his job, how to do it, and puts his best effort into fulfilling his obligations.

SAFETY IS YOUR BUSINESS

Safety is the special responsibility of each and every employee. Your responsibility for people, including yourself, makes it important that you know and follow safety practices in all work and in the use of all facilities.

The supervisor has the inherent responsibility for teaching safe practices, stimulating and promoting safety consciousness, and keeping all persons aware that they are answerable and accountable for infringement of safety regulations.



1. Learn to recognize unsafe conditions. Look for them. Correct them if you can. If you can't correct the conditions, report them immediately to your supervisor. Put them in writing.
2. Never block any door.
3. Fire and stair doors are self-closing for safety's sake. Don't prop them open.
4. Keep entrances and exits clear of any obstructions.
5. Keep all aisles everywhere open and unobstructed.
6. Know where the fire extinguishers are located and how to use them.
7. Know how to turn in the fire or emergency alarm.
8. Don't overload electrical outlets. For example, in pole lamps do not use bulbs of over 40 watts.
9. Keep trash cleaned up. An accumulation of old magazines and newspapers is thought to have caused the tragic Chicago school fire.
10. Keep floors clean.

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11. Walk to the right. Keep to the right.
12. Keep drawers and doors of cabinets, desks, lockers, and the like closed when the equipment is not in actual use.
13. Don't have flammable or poisonous supplies in educational facilities.
14. Keep drugs in locked cabinets.
15. Teach students in all safety practices.
16. Teach children how to use equipment. (Pointed scissors can cause injury.)
17. Know how to use equipment and use it correctly. Teach those whom you supervise.



These are only a few cautions. See how many more you can add to the list. Remember that good housekeeping is one of the most important factors in the prevention of accidents.

TEACHING IS IMPORTANT TO HOUSEKEEPING

Doing a job is one thing - doing it right is quite another. To be sure that a job is done well, teaching is the one available tool that we all have and that can be made available to everyone. We pay for teaching - like any tool it costs money - and if we do not use it properly, it has not only cost us money, but the program suffers. Thus, we lose money two ways.

Intelligence and special knowledge are not the same. Both, along with interest, are needed in order that jobs may be performed efficiently. Too, techniques differ. For example, the knowledge of anchoring pictures to a certain type of wall will not apply to all walls. Proper care of certain floor coverings when applied to other types will ruin the floor covering. Much needless expense, worry, and embarrassment have resulted from certain failures, Bureauwide, to give attention to providing specific training in the purpose, use, and care of all facilities.

The Employee Has Many Responsibilities

Good housekeeping is actually a science. One must know something about the composition of masonry block, plaster, various types of paint, the composition of floor coverings, and what waxes are best for each type; the use of certain chemicals in cleaning compounds, etc. Because housekeeping is a science, it must be studied and taught. This is especially true today when there are so many new materials to aid in housekeeping.

The teacher must therefore be well acquainted with materials and methods offered the housekeeper; discarding those which do not prove satisfactory and offering knowledge of methods and techniques that are labor-savers to those who are being taught. Remember, the teacher is not only the person who teaches employees but that the employees are also teachers of children. Work habits are only as good or bad as the basic training has been. The teacher must know the jobs, the steps in accomplishing them, and be prepared to present them properly. Remember the old adage, "You can't teach what you don't know."

Teaching the Employee Is Important

Employees are eager to meet standards of performance and have the satisfaction of accomplishment with a maximum of success and a minimum amount of failure. A person of intelligence interested in doing a good job may, with help, become an outstanding employee.

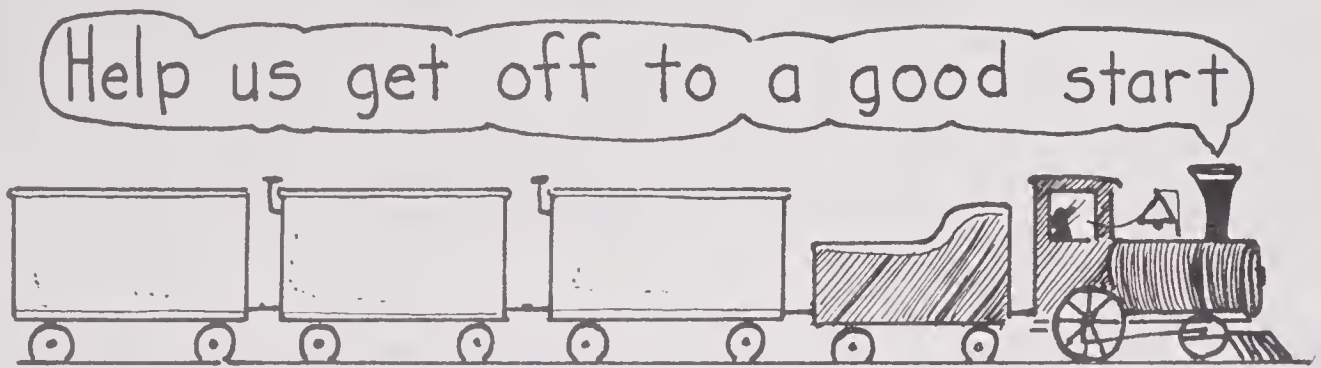
There are many ways of teaching and helping employees. A few suggestions are given:

1. Informal on-the-job guidance, counseling, and teaching
2. Individual and small group teaching where step-by-step performance is explained, demonstrated, and all steps carried to completion by the trainee
3. Conference of employees and supervisors where ideas are discussed and problems are presented, with each individual having the assurance that his contributions are respected
4. An organized program such as may be held in vacation periods when time is available for complete classes on instruction

Employee suggestions to supervisors. The following list of suggestions is compiled from ideas presented by employee groups in answer to the query, "How may the supervisor help employees in improving work, work habits, and cooperation?"

1. Orient new employees and help all to get off to a good start.

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2. Help each to understand how his job fits into the overall picture.
3. Make clear all lines of responsibility and authority.
4. Explain duty assignments clearly.
5. Go over the position description with each individual and review the performance requirements.
6. Don't be too busy to be friendly.
7. Give clear and understandable directions and, when necessary, show as well as tell how to do a new job.
8. Advise as to priorities of work.
9. Plan and schedule work so that deadlines and emergencies may be met.
10. Help each employee to develop improved methods of work performance.
11. Let each know how he is doing. Commend when performance deserves it and help individuals to overcome shortcomings.
12. Make proposals for work improvement concrete and specific.
13. Let all participate in setting goals and means of reaching goals.
14. Take time to listen to problems and discuss them. Sometimes all that is needed is reassurance and understanding.
15. Practice fairness in all dealings.
16. Keep all informed on matters of interest, such as changes in plans, schedules, and policies. When possible, let the information be specific.

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Teaching the Student Is Important

The educational program is a developmental process which has as its purpose the growth of each individual to his full potential as a responsible and contributing member of society through wholesome and valuable experiences. Children reach this desired goal through well-planned and well-directed day-by-day experiences. Such experiences lead to satisfactory emotional, social, mental, and physical development.



Homemaking is housekeeping plus. The plus factor is the intangible element of love, understanding, and respect for the rights of each member of the family. The housekeeping facet provides, in addition to the above, a clean and attractive home which helps to contribute to the health and well-being of each member of the home.

Correct attitudes must be developed and maintained if children are to make the household experiences they have in school a part of their pattern of living. Successful completion of work tasks fulfills a basic human need. Satisfaction is derived from an orderly, clean, attractive, home-like atmosphere. Self-expression is possible in housekeeping. The selection of material to be displayed on the pupils' bulletin boards, the arrangement of furniture, and the selection of colors are examples of how housekeeping encourages means of self-expression.

Indian children come from cultures where the family functions as an independent unit. We must prepare them to function adequately in a society where interdependence is an essential part of the culture. Correct home living experiences help to develop social competence in children. They soon learn that personal appearance, and the cleanliness and attractiveness of the home and yard are important factors in the neighborhood of which they have become members.

Desirable long-time goals can only be achieved by helping children to attain that which, at the time, is within reach. Pride, faith, loyalty, cooperation, and interest come about as natural steps when the child takes his place as a respected and contributing member of a household.

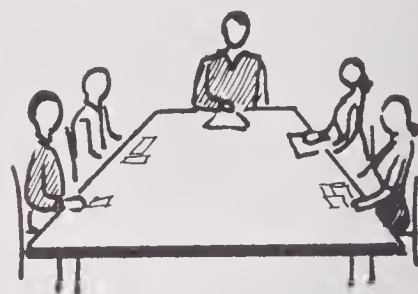
Teach each new skill or job, however small, thoroughly. Show how with suitable teaching for age and ability. Explain, teach, and reteach. (See: Steps Required to Teach a Child How To Do a Job Well). Move step-by-step from one learning to another. This gives an opportunity to add to skills without confusion. Remember that all teaching and training are synonymous with guidance in the full extent and meaning of the word. Teaching is not synonymous with telling. The primary teacher,

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for example, does not tell the child that two and two are four. She leads him to use his hands, ears, eyes, and other senses to reach his conclusion.

Draw students into the thinking and planning.

One of the keys to successful teaching is that of student-adult planning. We are planning a picnic - where will we go - what will we need? We want to change the bulletin board - what ideas do you have? We need to improve the appearance of this room - shall we organize a committee and get suggestions?



Let them try out ideas. This doesn't mean that we say, "Okay, go ahead." We get their ideas and help to carry them out by guiding, leading, questioning, and encouraging. We furnish some materials and let them seek and find others. Children thrive best when they know their thinking and contributions have been recognized. "Yes, indeed, you may use a pink bedspread even though all others in the wing are blue. Let me know if you think it prettier than the blue when you see it on your bed."

Treat them fairly, honestly, considerately, and impartially. (Children may be aware of partiality before we are aware that we are practicing it.) Let them know and feel that we have their welfare and interest at heart. Listen to them. Problems that we think are small may be acute. When trouble comes, get the story right. The intention may be right, the judgment wrong. Fairminded parents do not condemn without knowing the details and we are taking the place of parents. Perhaps there is something wrong that leads to unhappiness and trouble. Will details show a shortcoming on our part? Perhaps it does take a great deal of time to have patience and perseverance, to go slowly, think and speak calmly, but the results will be well worth the trouble.

Age, Physical Fitness and Experience Determine a Child's Responsibilities. The question is often asked, "At what age may we expect a child to?" (Do a certain job.) The answer, unless the task is simple, such as cleaning the feet, is not one for a ready answer. Refer to the Bureau of Indian Affairs Manual and to your supervisor. Don't take chances, Know that the child is physically equal to the task, has been taught how to do it, and is free from danger.

A chart of easy child tasks. In the following chart some of the easy tasks that are important in the care and respect of equipment, materials and supplies are listed:

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THE CHILD	WHERE PERFORMED	WHO TEACHES	HOW
Cleans feet before entering building.	Any building	All employees. Sometimes an older student may help with this assignment.	Teach every step. Keep mats at doorways. Provide dry footing and sidewalks between buildings.
Hangs up wraps.	Classrooms, kitchen, dining room, dorm. Exception: Places such as an auditorium where no place to hang wraps is provided.	All employees	Provide ample coat hooks. Teach how to use.
Puts all materials away after use.	All locations	All employees	Show the child how and where materials are kept. Discuss availability of materials. Will another arrangement make use and order easier?

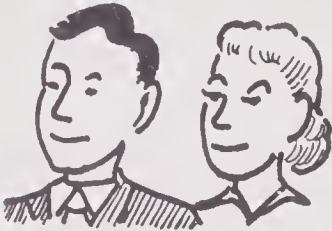

The Employee Has Many Responsibilities

THE CHILD	WHERE PERFORMED	WHO TEACHES	HOW
Keeps work or play area neat.	All locations	All employees	Show how. Discuss with students.
Arranges materials in desk.	Classroom and dorm. Make special note of classroom desks and tables, of lockers and study tables in dorm.	All employees	Show how to keep papers, books, and like materials together.
Picks up any litter dropped.	All locations	All employees	Be "on the job." Have ample waste receptacles. Teach and reteach.
Dusts low objects.	Classroom and dormitory	All employees	See <u>Dusting</u> , Chapter 2.
Takes safety precautions (list too varied to itemize. All school personnel should plan together for safety teaching.)	All locations <u>NOTE</u> : The paper cutter can be a dangerous piece of equipment. Locate where child cannot get at it.	All employees	Show how to handle scissors; to keep to right when walking. Walk in a building - do not run. Keep a few steps behind person in front. Show how to put chair up to table or desk when leaving the seat.
Flushes toilet after every use.	Any location	Teachers and dorm personnel	Take small groups to washroom at a time. Teach.

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THE CHILD	WHERE PERFORMED	WHO TEACHES	HOW
Disposes of paper towels and tissues in waste receptacle.	All locations	All employees	Teach in small groups. Have ample receptacles in wash-rooms, dorms, and classrooms.
Puts hair comb-ings in waste basket.	Dorms, classrooms	Teachers and dorm personnel	Teach in small groups. Have ample receptacles in dorm, classrooms, wash-rooms.
Waters and cares for house plants.	Wherever plants located.	Personnel where plants located.	Show how and when.
Wipes up spills.	All locations	Teachers, dormi-tory, and dining room personnel	Show how to use paper towels, damp mop, or whatever is needed, depending upon what is spilled.
Covers desk or table with pa-per when finger painting, work-ing with clay, or the like.	Classrooms and dormitories. Other locations when applicable.	Teachers and dormitory per-sonnel	Show how.
Wipes desk or table with damp cloth to remove stains.	Classrooms and dormitory. Other locations when applicable.	Teachers and dormitory per-sonnel	See <u>Care</u> of parti-cular piece of furniture. Is it wood or plastic?

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THE CHILD	WHERE PERFORMED	WHO TEACHES	HOW
Keeps hands, feet, furniture, and all equipment away from walls.	All locations	All employees	Tell why and show how.
Keeps drawers and cabinet doors closed when not in use, for safety and neatness.	All locations	All employees	Tell why and show how.
			
Handles any material or equipment with care and respect. Example: teach how to open, handle, and close a book.	Wherever used	All employees	Show. Tell. Discuss. Question.

Steps Required To Teach a Child How To Do a Job Well:¹

- Step 1. Prepare the child to receive instruction.
- a. Put him at ease. He will not think straight if you have him embarrassed or frightened.
 - b. Explain the job to him and find out what he already knows. Begin where his knowledge ends.

1. MINIMUM ESSENTIAL GOALS FOR EVERYDAY LIVING IN INDIAN SCHOOLS, Preliminary Edition, 1952, p. 39

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- c. Get him interested in learning the job. Tell him how being able to do a job will help him.
- d. Place him in correct position. Do not expect him to learn the job looking at it backward.

Step 2. Present the job.

- a. Explain the job. Tell him, show him, illustrate one important step at a time. Be patient, go slowly, get accuracy now - speed later.
- b. Be explicit in all you say or do. Never be vague. Do not use phrases "et cetera" or the like, or leave the idea incomplete or sentences hanging in the air.
- c. Stress the key points. These are the things that will improve quality, prevent accidents, and make work easier. They are the little "tricks of the trade."
- d. Do not try to cover too much at any one time. Instruct clearly, completely, and patiently - but no more steps than he can master. Put the instruction over in small doses. None of us can catch on to more than six or eight new ideas at one time and still master them.
- e. Repeat all or any portion of the demonstration if there is any doubt whether it was fully understood the first time.

Step 3. Try out performance.

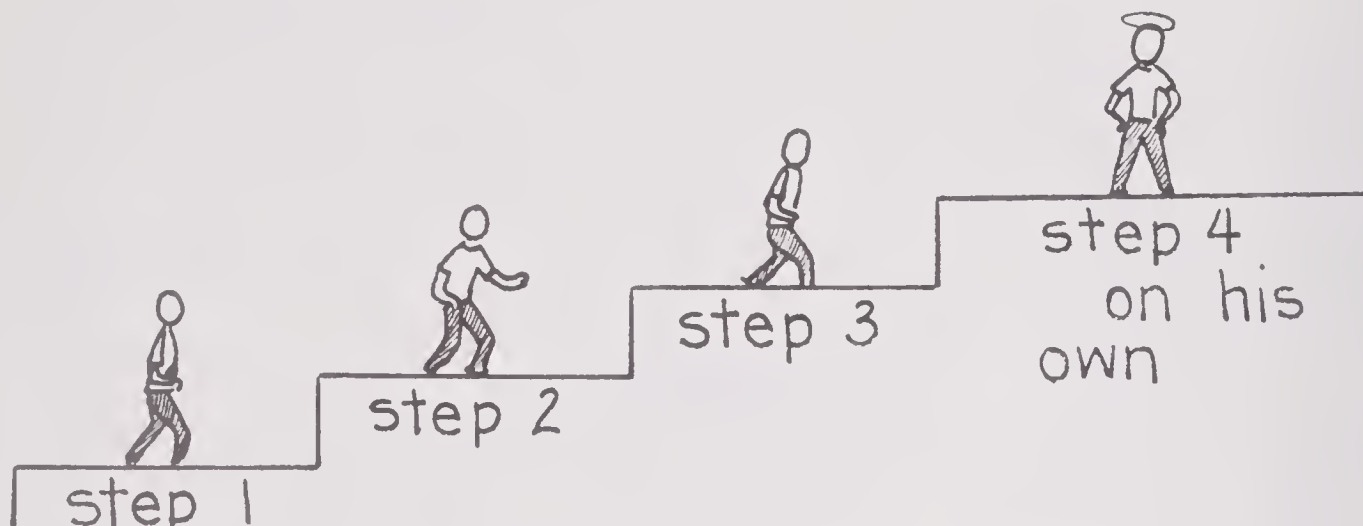
- a. Have him do the job for you - correct his errors. Do not scold him or indicate that he is "slow" or "dumb."
- b. Have him do the job again and again and tell you why each step is done. Have him explain each key point. He may have copied your motions but not understood why he was doing it.
- c. Ask him questions and correct any errors.
- d. Continue until you know that he knows. He may have to do it over several times, but do not leave it until you are sure that he has mastered it.
- e. Be patient - everyone is not as quick as you are.
- f. Let him have the satisfaction of doing the job well before leaving you so that he will not feel defeated.

Step 4. Follow up.

- a. Put him on his own. Tell him where to go for help if he needs it - yourself or someone else you choose.
- b. Let him get the feeling of doing the job himself.

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- c. Check frequently - but do not take over the job yourself. Correct his errors if necessary. Review often. Encourage questions.
- d. Keep in touch with him until he is able to work under normal supervision.
- e. Taper off extra coaching and close follow-up.

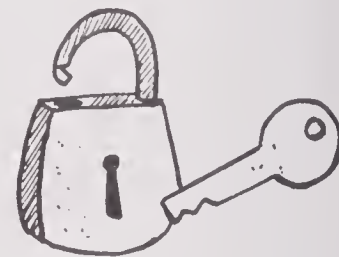


EMPLOYEE RESPONSIBILITY FOR SPECIAL ITEMS, ROOMS, AND FACILITIES

There are many different rooms and facilities for which the employee is responsible. Some of these are mentioned for the purpose of emphasizing the responsibility which the employees have for proper use of all facilities. Cleaning follows the general pattern. For specific care, such as floors, wood, metal, etc., see Contents.

Drugs and Medication

All drugs are potentially dangerous. Medications must be stored out of reach of children and under lock and key. In facilities where locked cabinets for the storage of medicines are not available, it is suggested that the administration purchase such cabinets for the safety of children and others. This is of vital importance and great care should be taken to observe all precautions in regard to the handling and using of medicines.



In many schools, the school doctor and nurse handle all medications and assume full responsibility. Frequently in isolated schools the visits of the doctors and nurses must be on a limited basis. The doctor or nurse may then leave medicine and directions for its administration to

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a certain child. Plans should be carefully made to assure that the child will receive his medicine in the right amounts at the right time even with the change of shifts of dormitory personnel.

It is suggested that locked cabinets for drugs be located:

1. In the principal's office in the small schools or bordertown dormitories.
2. In the dormitory counselor's office.
3. In the linen room. (Children do not have access to this room.)

It is important that medicine cabinets be located in areas which are not generally used by the students. Should an employee fail to lock the medicine cabinet which is located in an out-of-way place, the danger is even greater than if the cabinet is in a more conspicuous place. The proper storage and administration of drugs cannot be over-emphasized.

Poisons, Caustics, and Flammable Products

While it is specifically pointed out that poisons, strong caustics, and flammable products are not to be used in educational facilities, there are certain items that have to be used, yet are potentially very dangerous. A quick survey of such products includes a hair delousing compound, toilet bowl and urinal cleaners, certain waxes, and the like. These items, along with drugs and medications, are to be used only by employees who are trained in their use. The items are kept in a locked cabinet where they cannot be reached by students.

The Dining Area

Safety regulations are to be observed in all school facilities. Here are listed some safety regulations to be observed in school dining facilities. The type of room, the entrances, and the exits will suggest other precautions to be taken.

1. Place tables in straight rows with length of the serving line.
2. The ends of the tables should always be left unoccupied. With table ends clear, the aisles will be open for free passage to and from the serving counter.
3. A 4-foot aisle between the ends of the tables is required.

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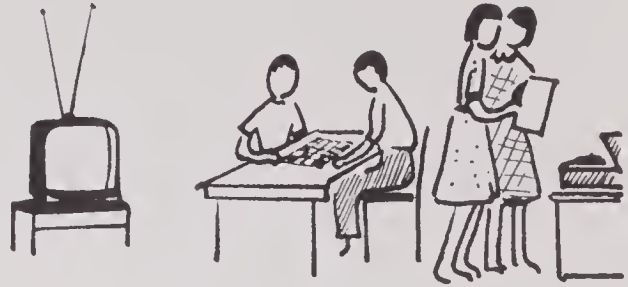
4. A minimum of 5 feet between chairs or benches of one table to the chairs or benches of the second table is necessary for seating comfort and passageway.
5. A 5-foot aisle between the end of the table and the outside walls of the room is necessary. Between the chairs or benches of the table and the cafeteria rail, it is necessary to leave 6 feet. If there is no cafeteria rail, 6 feet must be allowed between the chairs or benches of the table and the cafeteria counter.
6. Bureau safety experts have suggested that the location of the tables be marked on the dining room floor with a dab of paint. This will make subsequent arrangement of the tables easy to follow.
7. Keep all aisles and lanes open and unobstructed for free passage from entrances to exits.
8. Teach students to follow definite lanes and patterns in entering the dining room, getting food, and returning soiled dishes. Students need not be seated at the same table for all meals. Traffic lanes within the room are most important.
9. Teach students to push their chairs or benches up to the table as they leave the table. This helps to keep the aisles clear and unobstructed.
10. Never block any door.
11. The dining areas are designed to seat only one-half of the total school enrollment at one time. Overcrowding the dining room by seating students at the ends of the tables, by pushing the tables closer together, and by narrowing the aisles can cause serious disaster, especially in an emergency.
12. With the cooperation of the Fire Chief or the Safety Engineer, practice fire drills. Practice using all routes of exits and using a number of possible situations.

The Activity Room

The activity room or living room of the dormitory is comparable to the family room or living room in one's own home. It is a place for unplanned recreation and relaxation, a place where one is not always scheduled to participate in mass activity. It is a room where various centers of interest invite the children to gather in small groups and participate in activities requiring little or no supervision.

The Employee Has Many Responsibilities

It is here where one may care for plants, play quiet games, watch television, listen to the radio or record player, read, work puzzles, cut, color or draw pictures. It is here that the child finds many things of interest to talk about, handle, and question.



The activity room, on the other hand, is also a place for planned, organized, and enriched activities, such as a class or group party, a student council, house council, or committee meeting, folk or other dancing, or where students, community, and tribal leaders meet. It is a place where dormitory personnel may meet with student groups to plan activities and together establish patterns of behavior and other objectives. The equipment lends itself to a social grouping arrangement.

It is a place where one has experiences in respecting and caring for nice things and assumes responsibility for sharing these experiences with others. It is a place where a child likes to share an item of beauty of his own with his friends; such personal items may include pictures which he has made, a collection he has assembled, flowers he has gathered, etc. This room may be considered the "hub" of the dormitory. This room was not planned for use as a study hall.

Use of the activity room for special recreation and social activities should be scheduled.

The Kitchenette

The kitchenette is planned and equipped for use in serving refreshments to small social groups assembled in the activity room and for the preparation and serving of fruit juices, toast, soup and the like to a few sick children. If sick children number more than four to six, the food preparation is done in the main kitchen by the kitchen personnel and only re-heated in the kitchenette as necessary before serving.

The students assume much responsibility for the planning, preparation, and serving of the foods served at dormitory parties. They perform the necessary tasks involved in leaving the room in readiness for the next group of students to use.

The Laundry Room

The dormitory laundry room is planned for the use of older children in the care of their personal clothing and for the Instructional Aids to do emergency laundry for the younger children.

The Employee Has Many Responsibilities

The laundry room is not built nor equipped to handle all the laundry including sheets, towels, wash cloths, clothing, and kitchen linens for a dormitory or school. To attempt to use this room on such a scale will only result in not being able to handle all the soiled linens and in the breakdown of the equipment. Linens as mentioned above are to be laundered by a commercial laundry under a contract agreement issued by General Services Administration.

The Isolation Room

Isolation rooms are provided for the seclusion and care of sick children who at the time may not require hospitalization or who have returned from the hospital with instructions from the doctor that they should have rest for a limited period of time before resuming normal activities.

These rooms are not meant for "isolation wards" in the true sense of the meaning. Hospitalization facilities are provided outside the dormitory when doctors diagnose and prescribe the need. For use of sick children, it is well to use disposable paper food service items when possible.

The Linen and Sewing Room

The linen and sewing room serves as a distribution center, storage, and mending area for all linen used within the dormitory.

Linen shelves may be either free standing or placed against walls of the room. In the larger dormitories a combination of both types of shelving is used.



The 14-inch-high shelves are for the storage of small items such as wash cloths, hand towels, and the like. The deeper shelves are for blankets, sheets, bath towels, and bedspreads. Tables and counters are provided for ease in handling linens. Linen baskets are provided and may be placed under the table when not in use.

One cubicle, approximately 12" x 8" x 17", is provided in the linen room for each pupil. The number of cubicles is based upon the number of pupils for whom the dormitory wing was planned. Thus, overenrollment results in a shortage of cubicle space.

The Employee Has Many Responsibilities

The cubicles were planned for use by the dormitory personnel as temporary storage of each child's clean clothing as it is returned from the laundry and until it is called for by the child. A pass-through window with shelf in close proximity to the cubicles serves for easy delivery of the clothing to the child. Children, as a general rule, do not go into the linen room but file by the pass-through window.

It is well to have the child's name on the cubicle assigned to him. The name is preferred to a number.

In organizing dormitory schedules, it is well to determine a certain day and time of the day for children to call for clothing. Late laundry deliveries may interfere with a schedule and this emergency will have to be met as it arises.

Linens are marked with the name of the dormitory or school before they are put into use. This is done with the marking machine and with permanent ink.

Relative to identification markings on textile items, bed linens, etc., the following is an excerpt from the Commissioner's memorandum, dated June 8, 1961:

"Effective immediately, items of supply, such as sheets, pillow cases, mattress covers, bathrobes, towels, etc., which have been furnished by the Bureau for use in Indian schools shall be marked to indicate ownership with clear, sharp lettering 'USBIA.' Practice clothing and game uniforms furnished for participants in various sports sponsored by Indian schools shall be similarly marked.

"Accordingly, you are requested to take immediate action to effect identifying markings on all of the aforementioned items which have been purchased in connection with Bureau program activities.

"43 IAM 4.21.75 will be added to cover the requisition of certain pre-marked textile items procured after July 1, 1961."

All linens in the dormitory should be in use and the use rotated. It is poor policy to keep some linens in constant every-day use, while others are left unopened in the original packages on the shelves.

It is recommended that iron-on patches be used for mending linens, such as pillow cases and sheets. These patches are readily applied by following the package instructions and often outwear the item to which they are applied. Iron-on patches save mending time and release personnel for work with children.

The Employee Has Many Responsibilities

It is highly recommended that:

Beds be changed twice a week.

A clean bath towel be supplied every time a child bathes.

A hand towel be used only once. (Adequate paper towels should always be on hand in the washroom.)

A wash cloth be used only once.

Ample clean linens be on hand and available for student use.

Hampers be placed in handy locations for disposal of used bath towels and other linens.

It is an unsanitary and unsightly practice for children to have dirty towels and wash cloths in the sleeping areas.

Sewing machines are provided in a ratio of one machine to each 25 to 30 students. The machines serve two purposes: The normal mending and sewing done by employees; for the use of students who are old enough and have been taught to sew.

Tables, ironing boards, and irons are provided. The room is generally equipped with a full-length mirror for use in fitting children's clothing. A clothing rack is provided for out-of-season clothing and/or for holding extra clothing not immediately needed by students, such as clothing furnished for the Navajo children by the tribe.

The Luggage Room

One luggage room is generally provided for each dormitory unit. The size of the storage unit may vary some from one facility to another; however, the design criteria as prepared by the Bureau of Indian Affairs in 1958 calls for 3 feet of wall space, 33" deep for every six pupils. The lower spaces which are deeper and wider than the upper spaces are designed for the storage of trunks and foot lockers. The upper spaces are for the storage of suitcases. A table is provided in each luggage room for use of students in opening luggage. The luggage storage room is under direct supervision of a member or members of the guidance personnel.

The Sleeping Area

Student sleeping areas vary greatly as to size. Fifty square feet of floor space per student is the standard size. This amount of space is not always available. One reason for shortage of space may be the

The Employee Has Many Responsibilities

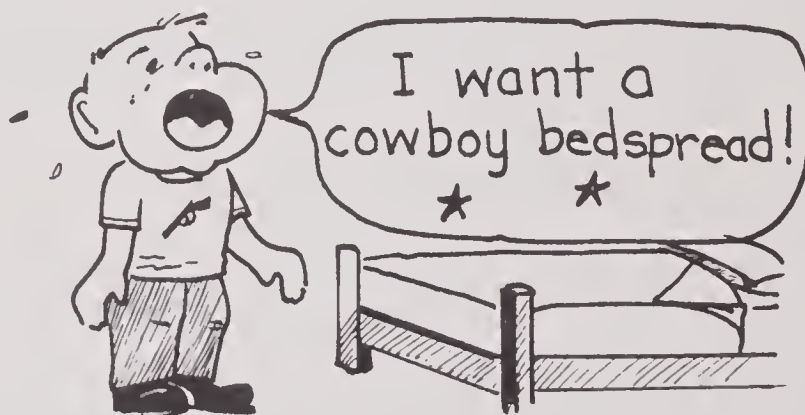
overenrollment of students above the number for which the dormitory was constructed. Another reason is that the standards have not always been met in construction.

The arrangement of the sleeping areas will depend upon the physical conditions. In some instances bedrooms are provided for older students; in other instances rows of double bunk beds are separated by sneeze guards; in still others, dividers are constructed as a part of the building to form a four-occupant cubicle.

For standards, refer to Minimum Standards for the Operation of Boarding Schools, Boarding Schools With Day Pupils and Dormitory Schools, United States Department of the Interior, Bureau of Indian Affairs, Branch of Education, August 1959.

These standards have not been met in all facilities; however, every effort is being made to see that all students have the accommodations. As money is available, the standards should be met.

In the sleeping areas, if nowhere else, each student should have some leeway in expressing his own personality. All beds do not need to be made in the same way (they should all be made by neatly); all bedspreads do not have to be the same color. This is a place for personal things, items of one's own interest, pictures, mementos, collections, and the like.



Special Rooms

Special rooms such as television, hobby, and arts and crafts are included in some dormitories. It is hoped that, in time, these facilities will be provided for all students.

Walks and Grounds

Housekeeping responsibilities extend beyond the walls of the building to include neatness and attractiveness of the walks and grounds that are part of the home.

We are concerned with the part the student can take in keeping the walks and grounds neat and clean and, when possible, adding a bit of attractiveness. Students usually find outside work stimulating, refreshing, and fun. This is especially true when there is a responsibility along with friends for a section of the grounds that may be

The Employee Has Many Responsibilities

looked upon as a major concern of one's group, knowing that teachers and friends have confidence in the job being done well. How much more purposeful is the energy that is put into a "business" where there is interest!



Perhaps one good way to determine specific locations for responsibilities for grounds care is for classroom and/or dormitory groups to choose the sections. The locations will usually be chosen where there is an interest; the group's own playground or recreation area or an area near the classroom or dormitory wing.

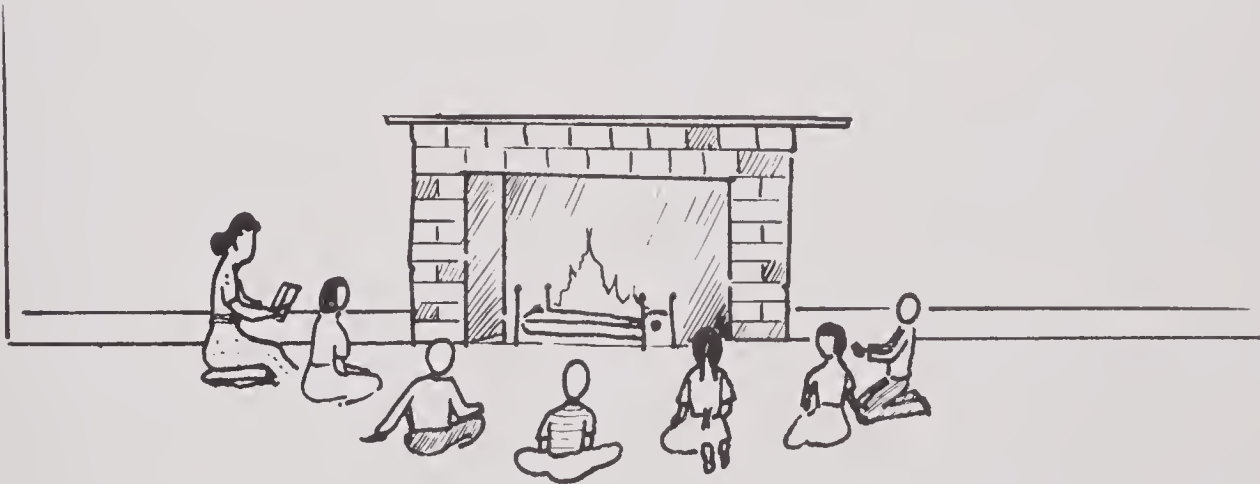
Suggestions

1. Have ample and handy waste receptacles on the grounds.
(A little watchfulness for trash accumulation gives a good idea as to location of receptacles.)
2. Discuss with students what is put into the receptacles and why.
3. With the students:
 - a. Make a list of the jobs. When? How? What equipment is needed? Where will it be stored.
 - b. What can be done to make the place prettier? What is needed in order to do this work? Money? How much? Plants? How to obtain? How to care for? Special tools? How used? Where stored? Care?

CHAPTER 2

PLANNING AND ORGANIZING WORK

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PLANNING AND ORGANIZING WORK

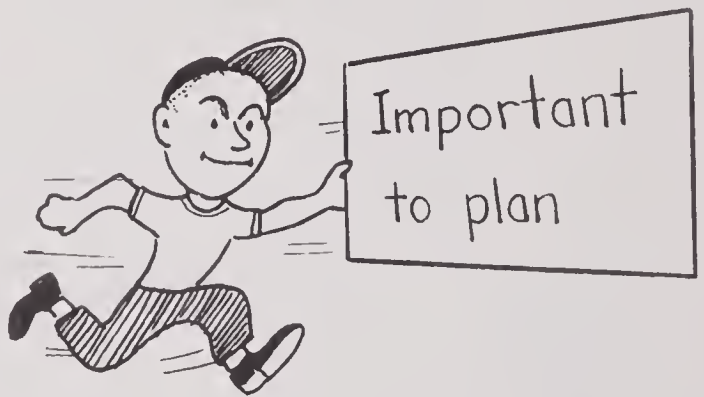
ALL WORK HAS TO BE PLANNED

Any work that is to be done effectively and with a minimum of time has to be planned and organized. Housekeeping is no exception. In the good home, the housewife does the planning and organizing with the family members. Contributions of the individual members in thinking, planning, and carrying out the tasks are respected and each member is held to responsibilities commensurate with age and ability.

In educational facilities, the supervisor must acquaint herself with the tasks, good methods for accomplishing them, and know what is expected of each employee. The supervisor plans with the employees and together they determine responsibilities and methods.

AN OUTLINE FOR PLANNING AND ORGANIZING WORK

1. Set up objectives.
2. List jobs to be done to reach objectives.
3. Separate jobs into:
 - a. Jobs to do daily
 - b. Jobs to do once a week
 - c. Jobs to do monthly
 - d. Jobs to do occasionally or seasonally
4. Schedule one or two weekly jobs to be done each day.
5. Decide on method of doing each job well and the tools needed to do that job.
6. Decide who is responsible for doing each job.
7. Learn to do each job efficiently in the shortest time possible.
8. Establish a routine for all work.



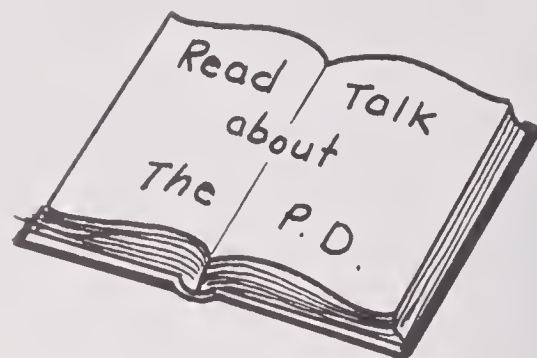
SOME RULES WILL HELP MAKE WORK EASIER

Certain rules apply to all work. Here are listed some rules that apply to housekeeping. Yet they do not apply to housekeeping alone. Too, there are many more good housekeeping rules that you will think of that are not listed. Think of other ways of making the work easier and more pleasant. Always remember safety rules.

Planning and Organizing Work

Know the Work You Are To Do

1. Talk with your supervisor.
2. Read the position description.
3. Look around and see what has to be done.
4. Write down things that you know you are to do.
5. Think of other things that you can do that will be helpful.
6. Be interested.



Know How To Do the Jobs

1. Learn how to do the job the best and easiest way. If you don't know how, ask your supervisor or another employee to show you.
2. Know the equipment, materials, and supplies to use, where they are located, and how to assemble and use them. Know how to care for and replace equipment and unused materials and supplies after use.

Schedule All Work

1. Confer with co-employees in setting up a schedule. Don't try to schedule work alone.
2. Put the schedule on paper. Write it down.
3. Study the schedule and know the part you are to take.
4. Set up a definite time for all work. If you are not on duty, then someone else carries on.
5. Remember in scheduling work that some jobs have to be done:



Planning and Organizing Work

- a. Daily
- b. Weekly
- c. Monthly
- d. Seasonally

Plan and Prepare for All Work

1. Know the time and place, what work is to be done, and how to do it.
2. Think over the work, know the steps to follow, the equipment and materials needed, and the approximate time that is required for the work. Take time to plan well.
3. Obtain all equipment, materials, and supplies and report to the work area on time.

Do the Job the Easy Way

1. Block out work areas.
2. Do the job step-by-step. For example, if a wall is to be cleaned, clean it before you clean the floor. Soil from the wall may get on the floor and this has to be cleaned up.
3. Do all jobs right every time.

Check Your Own Work

Look over the job and see if it meets your approval. Has everything been done well?

Have you overlooked anything? Are all items replaced properly?



Clean and Replace Equipment and Materials

1. Clean equipment and replace in storage area.
2. Have a certain place for all equipment, materials, and supplies.

Prevent Unnecessary Work

1. Daily - take good care of everything.
2. Teach students and employees whom you supervise good ways of caring for everything.
3. Do the right job the right way every time.

Planning and Organizing Work

Report to Your Supervisor as Needed

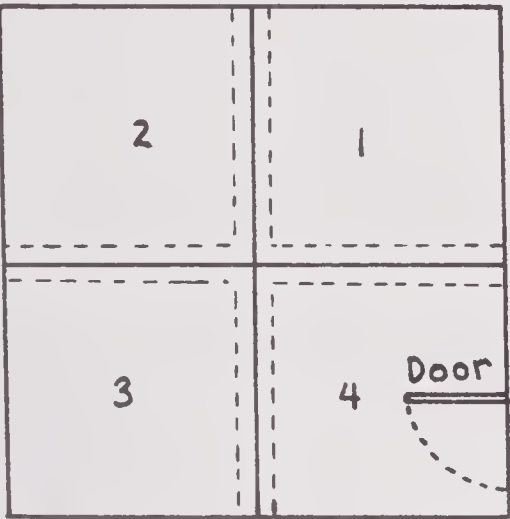
- 1. Report anything that requires repair, such as burned out bulbs, leaky faucets, loose screws, loose door knobs or handles, broken furniture, or any equipment that is not operating efficiently, and any misuse of equipment.
- 2. If you have no other work that is to be done, report to your supervisor for assignment.

SUGGESTED WAYS TO BLOCK OUT WORK AREAS

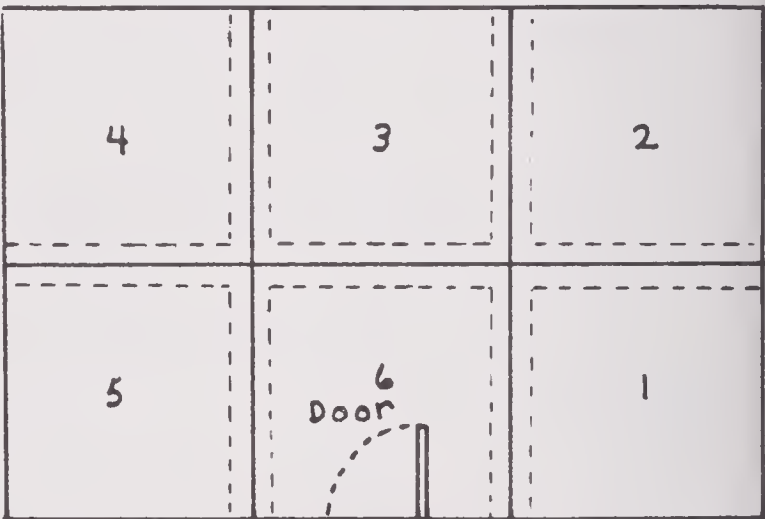
Clean area next to doors last.

When halls may be in use during cleaning, clean only one side at a time.

Note: Dotted lines denote overlaps of work.



Small Room

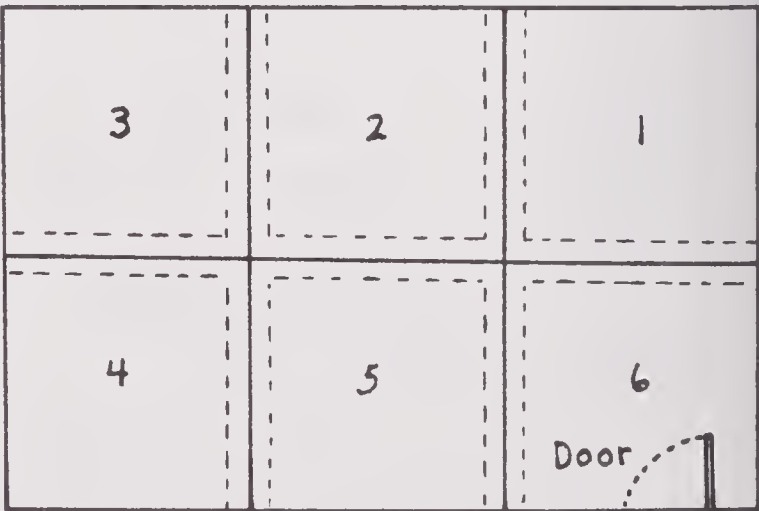


Larger Room

PLANNING A UNIT OF WORK

As an example of planning and organizing a unit of work and carrying it to completion, the following suggested plan is presented. This is only one idea, yet it may be helpful in planning other work.

Planning to Clean a Living Room



The employee who is responsible for the tasks surveys the room and studies the work to be done, lists jobs, and how to do them.

Planning and Organizing Work

What kind of walls and woodwork? What are the cleaning methods? What kind of equipment will be needed?

What kind of floors or floor coverings? What are the cleaning methods? What equipment will be needed?

Are the windows easy to reach inside and out? How will they be cleaned? What equipment will be needed?

What kind of curtains, draperies, shades? How will they be cleaned? Equipment needed?

What kind of furniture and accessories? What are the cleaning methods? What equipment will be needed?

List all jobs by those to be done daily, weekly, monthly and occasionally or seasonally.

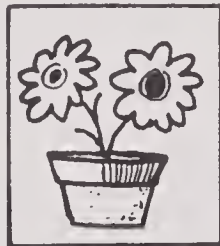
Are all items of equipment, materials, and supplies needed for all jobs on hand? Do some items need to be ordered or requisitioned?

Who is to do each task?

Plan teaching of all persons who are to do any jobs. Teach thoroughly and in small groups or individually. Take the teaching step-by-step.

PLANNING CARE

Daily Care



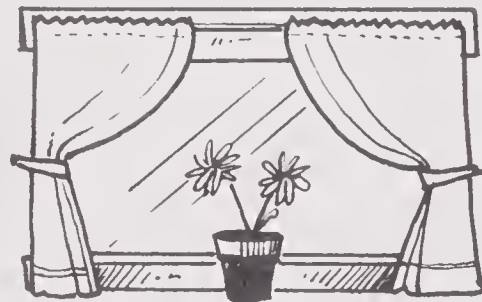
1. Air the room.
2. Empty ash trays.
3. Pick up loose newspapers, magazines; arrange or dispose of as directed.
4. Pick up loose trash and put in the wastebasket.
5. Dispose of faded flowers. Empty water from vase or container. Wash container.
6. Replace fresh flowers if in season.
7. Clean throw rugs. Roll up and put aside.
8. Dust window sills.

Planning and Organizing Work

9. Dust baseboards.
10. Dust accessories, such as lamps, bric-a-brac, mirrors, pictures.
11. Dust furniture and replace small accessories.
12. Empty and dust wastebaskets. Put in fresh paper liner.
13. Clean floor rug.
14. Dust mop and polish floors.
15. Replace throw rugs.
16. Close windows.
17. Arrange draperies and curtains.
18. Turn off lights.
19. Wipe off and store cleaning equipment in proper place.
20. Report to supervisor any repairs needed. Also report any misuse of building or equipment.

Weekly - Other than Daily Care

1. Dust draperies.
2. Open draperies.
3. Dust venetian blinds.
4. Clean transoms, window frames, and window sills.
5. Clean radiators or heat convectors.
6. Dust pictures, mirrors, and frames.
7. Wash windows (inside) if needed. This may be a monthly job.
8. Wash mirrors, picture glass, all glass.
9. Dust woodwork, such as door frames. Remove fingerprints from door facings.
10. Move upholstered furniture out on floor. Clean furniture.



Planning and Organizing Work

11. Move wood furniture. Dust all surfaces. Remove all spots.
12. While furniture is out of place, vacuum and/or polish floor where furniture was (and will be) located. If rug is on floor, vacuum.
13. Replace furniture.
14. Clean remaining floor. Polish floor.
15. Clean waste basket. Reline with paper.

Monthly - Other than Daily and Weekly Care

1. Brush screens.
2. Brush walls.
3. Clean light fixtures.
4. Clean window sills and frames.
5. Wash windows.
6. Wash woodwork, such as doors and baseboards if needed. Otherwise, dust.
7. Wax and polish floors if needed.



Occasional or Seasonal Care

1. Brush ceiling.
2. Wash walls if needed or have repainted if needed.
3. Clean light fixtures.
4. Wash windows inside and out.
5. Wash washable shades as needed.
6. Wash venetian blinds and replace cords as needed.
7. Draperies and curtains - wash or have dry cleaned if needed. Otherwise, dust.
8. Clean underside of rug. (Do this when floor is waxed and polished overall.)

Planning and Organizing Work

9. Wax and polish floors.
10. Polish metal ornaments, such as brass and copper bowls, andirons, etc.
11. Request painting and repairs as needed.
12. Arrange for commercial cleaning of draperies, rugs, and upholstered furniture as needed.

EXAMPLES OF HOW TO DO SOME TASKS

Any work that is worth doing should be done right. Take time to learn how to do any job for which you are responsible. After you know how to do the work and use the equipment it will be easy for you to teach another employee or a student.

Here are some examples of how to do some easy tasks, such as dusting and cleaning furniture. You can learn how to do these jobs alone.

Learning to use the heavy duty floor polisher is not an easy task. Don't try to learn how to use the machine alone. Ask someone who knows to teach you.

To Dust Furniture Such as Tables, Desks, and Chairs

1. Dust the tops first, then if any dust falls you will pick it up as you dust the legs.
2. Remove small articles from the surface to be cleaned.
3. Fold the dust cloth in half, then fold it again. Fold the cloth until it is about the size of your hand.
4. Dry dust lightly books and papers that cannot be moved from the table or desk. Then move them slightly to one side.
5. Lay the folded dust cloth flat on the surface to be dusted. Place the palm of your hand on the dust cloth.
6. Move the dust cloth firmly across the surface in line with the grain of the wood or material. If the surface is not wood, it is still a good practice to move the duster in a straight line.
7. When you come to the edge of a table or desk, gather the dust into the cloth instead of letting it fall to the floor.

Planning and Organizing Work

8. Move the papers and books again slightly to one side and wipe up the dust around them. Replace all items.
9. Curve the dust cloth with your fingers and hand around the legs or slats. Move your hand with the dust cloth back and forth the full length of whatever you are dusting. Be sure to dust right up to the place where the legs and/or back joins the seat or top.
10. Be sure to fold and refold the dust cloth. Don't shake the dust into the air. If the cloth gets full of dust return it for washing and get a clean cloth.

To Dust Pictures

1. Hold the picture frame firmly in place with one hand. First, dust the top of the frame by moving the dust cloth across the top.
2. Dust one side of the frame by moving the cloth from top to bottom. Dust the other side of the frame the same way.
3. Then refold the cloth and dust the picture glass by starting at the top and going across in wide even strokes.
4. Dust the lower part of the frame last. This will help to pick up any dust that may have fallen from the top, front, or sides.
5. If the picture has no glass, dust very lightly and be sure the cloth is clean.
6. Don't try to dust the back of the picture every day. This is a job for general cleaning.

To Dust High Furniture

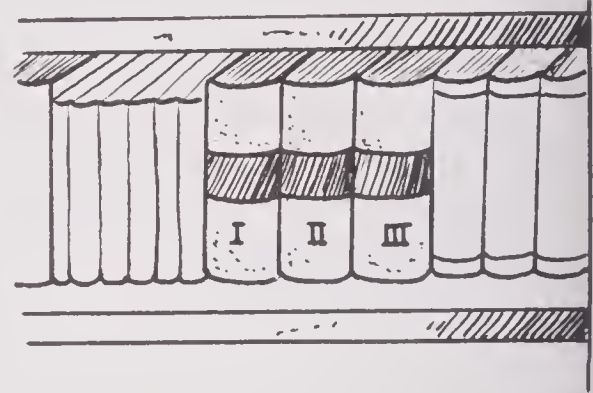
1. Use the yarn duster to reach the high places not easily reached with the dust cloth. Then put the yarn duster aside and use the dust cloth.
2. Begin as high as you can easily reach with the dust cloth and dust one side from the top down. Don't try to move heavy furniture. This is a job for general cleaning for more than one person. If the lockers or cabinets are against the wall, dust only the back edge that you can easily reach. Go over both sides and front. Be sure you get the dust from the hinges.

Planning and Organizing Work

3. Open doors and dust the edges and inside. Be sure to close the doors.
4. Open drawers and dust the top and sides. Be sure to close the drawers.
5. Remember to fold and refold your dust cloth. Get a clean cloth when needed.

To Dust Books

1. The use of a vacuum cleaner makes the work easy. Run the soft brush attachment gently over the edges and cover of each book as you take it from the shelf.
2. If you use a dust cloth, have it clean and dry. Move the dust cloth over the edges and cover of each book as you take it from the shelf.
3. Dust each book separately and lay the books flat in a stack until the shelf is emptied. Wipe the shelf with a clean damp cloth. Be sure the shelf is dry before replacing the books.
4. When you do regular dusting of the room, dust the backs and tops of books as they stand on the shelves.



To Wash Wood, Plastic, Fiberglas, Metal, or Enameled Furniture

This method does not apply to fabric upholstered furniture. Know that the furniture is washable. When furniture shows soil that cannot be removed by dusting, a light quick wash will remove the soil. On wood furniture, always follow the washing by waxing and polishing.

1. Have two pans or pails of warm water. Don't have the pans more than $\frac{1}{2}$ full; this will help prevent spilling the water.
2. Have ready three clean soft cloths.
3. In one pan, put a few drops of mild detergent. Don't make a suds. Put one cloth in this pan.
4. Keep the other pan of water for rinsing. Put one cloth in this pan.

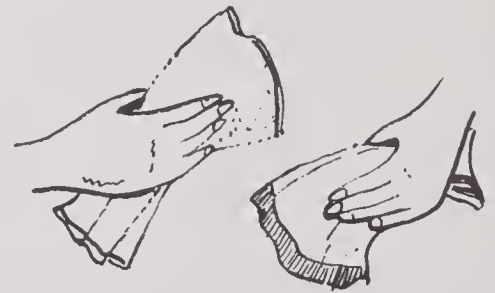


Planning and Organizing Work

5. Take the cloth from the pan of detergent water. Hold the cloth over the pan and wring it as dry as possible. (No drips - see how hard you can wring it using both hands.)
6. Wash a small area of the furniture following the grain. (Remember how you dust.) Be sure to get all the dirt and fingerprints.
7. Put this cloth back in the detergent water.
8. Wring the cloth from the clear water. Wring hard.
9. Wipe the washed area with the clear water cloth. This is called "rinsing."
10. Put the wet cloth back in the clear water pan.
11. Take the third cloth - the dry cloth - and rub the washed and rinsed section until it shines. Put a finger on the clean polished surface; if the print shows - polish again with dry cloth.
12. Continue until the piece is cleaned thoroughly.
13. Remember the legs, grooves, and slats are to be cleaned the same way.

As you learn to work faster, you will be able to use both hands and make work go faster.

Example: The first cloth in one hand, followed by the second cloth in the other hand.



To Operate the Heavy Duty Floor Polisher

This piece of equipment must be grounded. Do Not remove the ground wire from the cord.

The heavy duty floor polisher is used in buffing floors in fairly large areas. This machine is tricky. It may jump away from you and damage furniture or knock a hole in the wall.

Don't try to learn how to use the machine alone. Ask someone who knows to teach you how to use the polisher.

Know the machine. Before using the machine, the operator is trained in its operation, use, and care. The following is a suggested guide for use in training.

Planning and Organizing Work

1. Move the machine from the storage to a bare floor location where there is ample space to work. DO NOT PLUG CABLE INTO OUTLET UNTIL THE OPERATOR HAS SUCCESSFULLY HANDLED ALL STEPS THROUGH 5. Leave the cable wound on the cable hooks until step 6 is mastered.
2. Teach all parts of the machine such as handle, right and left handlebars, cable, wall plug, switch, gear box, hub or head over which the brush slips, lugs, wheels, lubricating spots if any, the brush and its parts.
3. Teach the proper method for attaching a brush. (At this time teach only the use of the polishing brush. The use of other brushes may be taught later.) CAUTION: Always attach brush before turning on motor; otherwise, there is always a danger of stripping gears. Lower the machine so that it stands on its wheels. With the machine still standing on its wheels, tilt the handle and this will raise the machine off the floor. Face toward the machine, take the brush in both hands and slip it firmly over the hub or head. Push the brush up as far as it will go and give a quick turn to the left; this will lock the lugs of the machine and the brush lugs. CAUTION: Don't ever run the head of the machine over a brush to catch it on position. To do so may seriously damage the brush and the machine.
4. Teach the proper way to guide the machine. Teach that by raising or lowering the handle slightly - not more than an inch - the machine may be moved over the floor the way one wants it to go. Place both hands on the handlebars and hold the handle so the brush rests flat on the floor. Keep a firm hold on the handle but do not use force as this may prevent the brush from resting flat on the floor and the machine will tend to move away. Always keep handle directly in front of you. This is necessary for easy control of the machine.

To move forward, press downward on the left handlebar and pull upward on the right.

To move backward, reverse the forward procedure; press downward on the right handlebar and pull upward on the left.

To move to the right, raise the handle.

To move left, lower the handle.

CAUTION: Don't bear down on the machine because it will do a proper job under its own weight. Do not allow the polisher to stand still in one spot more than a second or two when it is operating as this may remove the wax.

Planning and Organizing Work

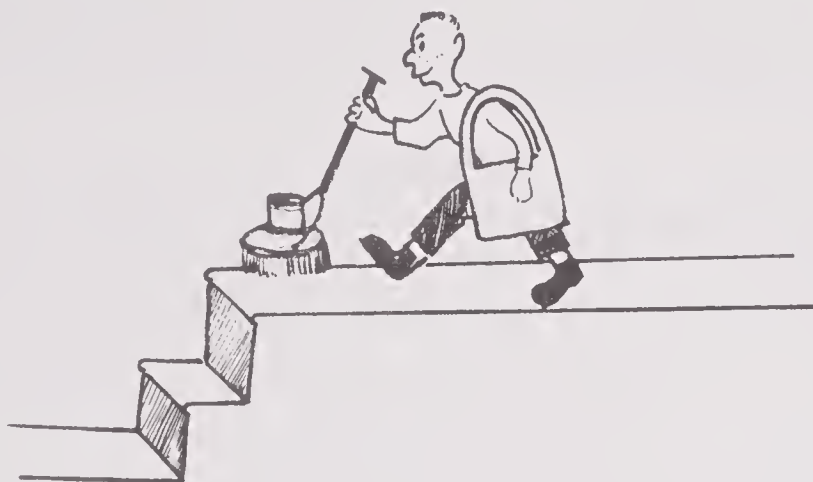
5. Teach the proper handling of the cable. Remove only a comfortable working length of cord from the cable hooks. When working, carry a loop of the cable in the hand to prevent a sudden motion of the machine from jerking the cable and breaking a wire.
6. Go back over all steps one through four.
7. Before connecting cable to electrical outlet, MAKE SURE THAT SWITCH IS IN "OFF" POSITION.
8. Connect the cable cord to outlet and have the learner spend some time in becoming familiar with the machine and learning to guide it over the floor before attempting to do any real work. Take care not to hit the furniture or the walls.
9. Don't expect all learning to take place in one training.

Teach care and storage of machine and brushes

1. Detach cord from outlet. Take plug firmly in hand - do not detach by jerking or pulling cable.
2. Wipe cable with a damp cloth to remove wax or other foreign matter. Inspect cable for broken spots or damage. (If damage is found, report to supervisor.)
3. Wrap cable around the cable hooks in the form of a figure 8. This prevents kinks from forming in the cord.
4. Wipe the rubber hand grips with a damp cloth. If wear is apparent, report it to your supervisor.
5. Wipe the polisher, top, shell, and motor case clean with a dust cloth after every use to prevent dust from being shaken onto the floor. NEVER PUT POLISHER IN WATER.
6. Return machine to the assigned storage space. Carry machine down steps. DO NOT BUMP IT.
7. If the brush is left on the machine, store the machine so the weight is off the brush. Never leave the machine standing on the brush; the weight will spread the bristles and make for uneven wear. The better practice is to remove the brush and hang it or place on a shelf, with the bristles up.

Planning and Organizing Work

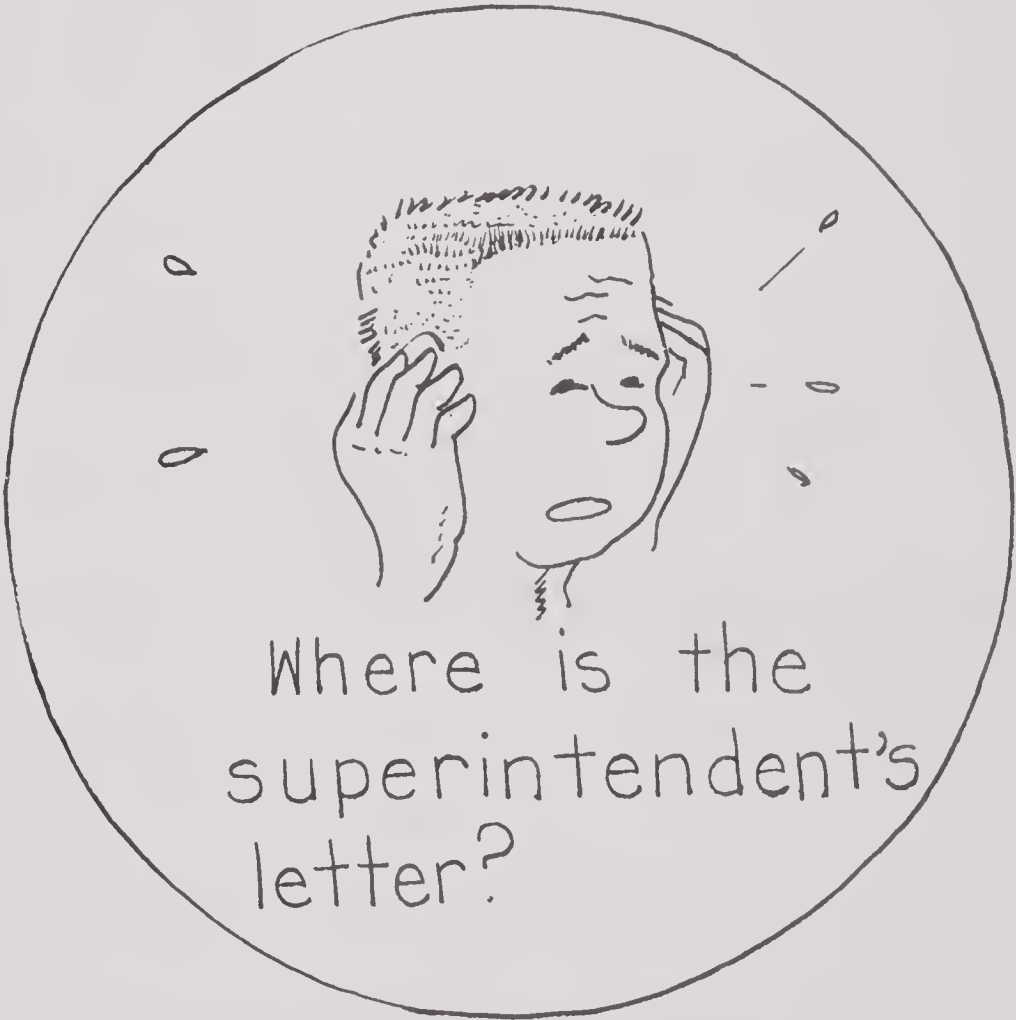
8. Wash the brushes in warm water and detergent when they become soiled and wax builds up on them. Soak the brushes if necessary, rinse, and shake excess water from them. Dry the brushes naturally and with the bristles up.



CHAPTER 3

STORAGE AND PEST CONTROL

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STORAGE AND PEST CONTROL

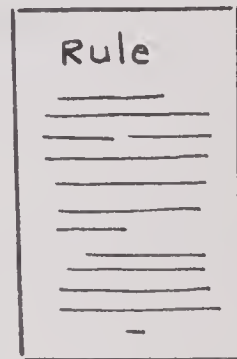
STORAGE

Any storage should be classified as specific to a particular use. This means that any storage area is designated for a particular use and no deviations are made; to use the time-worn but apt phrase, "A place for everything and everything in its place." No storage plan is good if it is followed now and then; it is only good if it is followed all the time.

The problems of storage generally stem from: (1) failure to utilize the available space to the best advantage, (2) actual lack of storage space. The space may be crowded and we may be woefully short of storage accommodations, but to fail to have a plan for the placement of all items will only increase the problem. The smaller the space, the more important it is to have a certain place for every item.

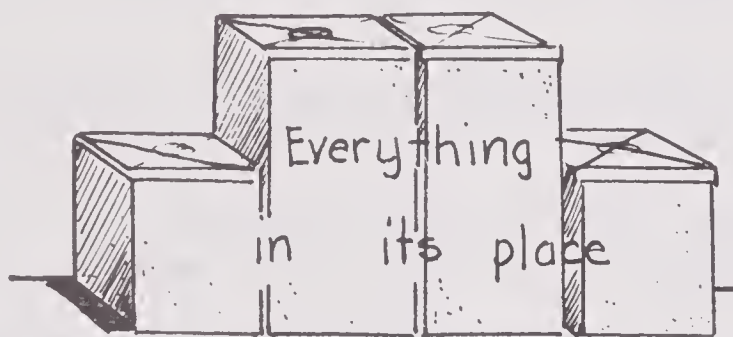
GENERAL RULES FOR STORAGE

1. Keep all storage areas tidy, neat, and free of irrelevant items.
2. Store like items together. Example: Cleaning supplies by kinds.
3. Store the same sizes of items together.
Example: Single sheets with single sheets.
4. Store items in a location convenient to where they will be used.
Example: Items to be used at bakers' table, stored in or near bakers' table.
5. Store attachments for any piece of equipment near the location of the equipment. Example: Mixer attachments near mixer.
6. In planning storage, convenience and availability are of first importance but the storage may also be attractive. Example: In storing linens, have the folded edge to the front.
7. Some supplies need to be stored where they may be locked for the safety of the students. Example: Medications and drugs.
8. Store new items to the back and older stores to the front, so that the older items will be used first. Example: Canned food products.
9. It is usually best to store heavy or large items on lower shelves and lighter items above, but frequency of use must be considered.



Storage and Pest Control

10. The storage in drawers can be improved by using movable dividers that keep equipment in a definite place. Example: Dividers in drawers to keep knives, forks, and spoons separated.
11. Items that need to be stored for some time should be clean before storing and protected from dust and insects. Example: Band uniforms should be cleaned and mothproofed before storing.
12. Storage closets need to be organized so that all supplies and equipment are easy to find. These areas should be given good general care, be well lighted, and present no safety hazards.



FOOD STORAGE

Foods are generally classified as perishables and non-perishables. Remember, however, that no food is really non-perishable.

Perishables

Frozen Foods	Butter
Fresh Fruits	Eggs
Vegetables	Dried Fruits
Meat	Fish
Poultry	Milk
Cheese	Table Condiments

Non-Perishables

Cereals
Dry Condiments
Canned Goods

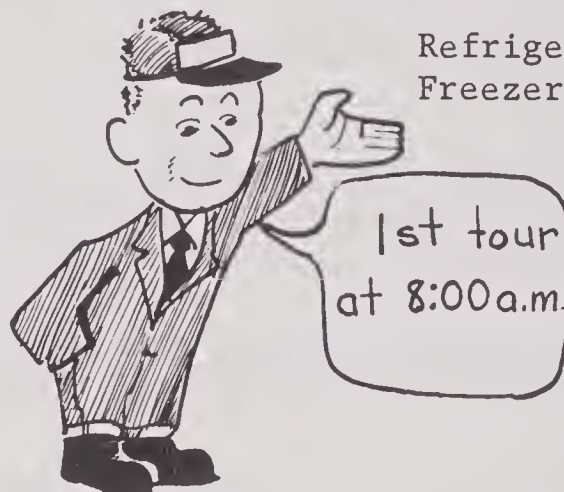
Storage of food is generally classified as dry and refrigerated.

Dry

Containers
Metal
Boxes
Bags
Storeroom shelves

Refrigerated

Refrigerator
Freezer



Guide for Dry Food Storage

Dry storage rooms are kept dry, well-ventilated, and maintained at a uniform temperature of 60° F. to 70° F. Windows are screened and floors and walls, rat-proof.

Provisions are placed on shelves or stacked on platforms raised at least 8" to 12" from the floor. Portable shelving is the most satisfactory. Stores are not placed directly against the wall. At least a two-inch leeway should be allowed.

Arrange stocks to facilitate handling for getting daily supplies, for taking inventory, etc. Place goods of the same kind together, such as canned fruits, vegetables, and cereals, and by particular kind such as pears, peaches, etc. Store items neatly on shelves with labels facing front. As goods come in, move older supplies toward the front; the newer supplies to the back. Use the oldest supply first. Arrange all for necessary air movement. Canned goods should be inspected frequently for swells or leaks. Discard these immediately. Never use any food

Storage and Pest Control

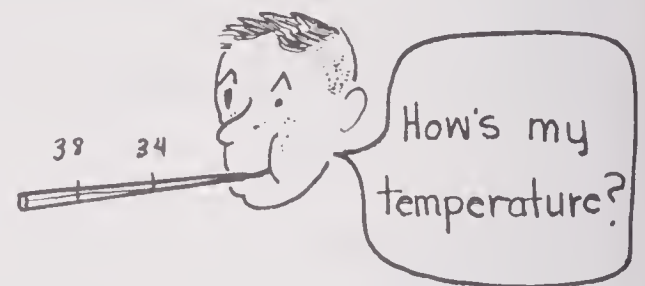
item which has the least indication of spoilage. Evaporated milk is placed in the coolest part of the storeroom, but should not be allowed to freeze. Invert the cans at least every three months.

Foods packed in glass are kept in a dark place or in closed cartons. Light tends to injure the flavor and color of these foods.

Cereals, cereal products, and sugar are kept in metal cans such as galvanized or stainless steel bins that are mounted on rollers and have tight-fitting lids. Cans should be clearly labeled as to contents. Inspect food items frequently for insects. Always clean and dry cans thoroughly before refilling.

Guide for Refrigerator Storage

Maintain temperatures at from 30° F. Check thermometer to see that a constant temperature is maintained. Report temperature changes to supervisor.



Avoid overloading and overcrowding. Leave space between foods. Keep foods away from walls and off floors to allow free circulation of air. Do not cover shelves with paper; it prevents free circulation of air.

Limit opening of doors to a minimum. Don't let doors stand open - close doors immediately after opening. See that doors are closed tightly when not in use.

Keep all foods covered. Remove soiled coverings and replace with clean ones. Keep kinds of foods together. Keep oldest foods moved to the front; place new supplies behind old. Use old foods first.



Cool cooked or leftover foods quickly. Refrigerate immediately. Keep refrigerated until ready to serve. Serve promptly or within 24 hours. If not served within 24 hours, discard.

Cream fillings and meat fillings are used the same day as prepared. Bacteria multiply rapidly in these foods.

Discard any questionable food immediately.

1. Refrigeration of dairy products:

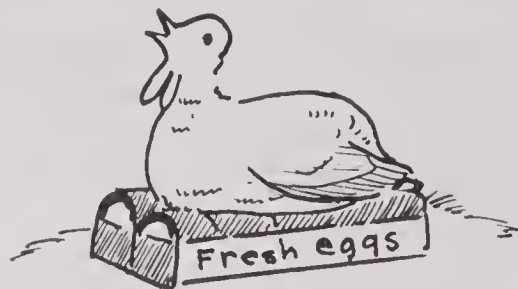
Store dairy products and eggs on lower shelves; odors affect the flavor.

Keep milk and cream covered tightly at all times.

Place egg crates in cross-stack whenever possible to allow for ventilation.

Keep butter wrapped tightly. Exposure to light and air causes rancidity.

Keep cheese wrapped to prevent drying.



2. Refrigeration of meat and poultry:

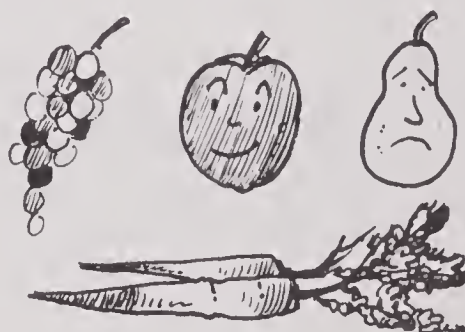
Store meat, meat products, and poultry in coldest part of the refrigerator. When hanging meat, hang each piece on a separate hook so that it does not touch another piece of meat or the walls of the refrigerator. Ground meat, trimmings, liver, heart, and fish do not keep well under refrigeration and should be used within one or two days.

Fresh, unfrozen poultry has very limited keeping qualities. Use as soon as possible.

3. Refrigeration of fruits and vegetables:

Cross-stack crates of fruit and vegetables whenever possible for good air circulation.

Place crates in accessible position so that they may be used in rotation of delivery and ripeness.



Sort and separate fruits frequently during storage and remove any decaying pieces.

Sweet potatoes, white potatoes, winter squash, and dry onions do not need refrigeration if a moderately dry, well-ventilated room of temperatures from 40° F. to 60° F. is available for this purpose.

Storage and Pest Control

Guide for Freezer Storage

Freezer storage is maintained at minus 10° F. Check thermometer to see that a constant temperature is maintained. Report temperature changes to supervisor.

Place frozen food in freezer immediately upon receipt. Undue thawing may ruin the food. Have all food wrapped and sealed. Label all packages as to kind of food and weight. As new foods come in, move all stock forward. Use old stock first. For fast freezing, place packages flat in single layers on shelves and, if room is available, against the sidewalls. Allow air circulation between packages. After packages are solidly frozen, they may be placed anywhere in the freezer for greatest convenience.



Keep foods frozen until used. Once food has thawed completely, it should not be refrozen. In an emergency where food has only started to thaw, it may be refrozen; however, these foods may lose their quality and flavor. Use them as soon as possible.

Keep freezer door tightly closed. Open only as necessary. Air causes the condensing unit to run unnecessarily. Frost is formed by air and moisture entering when freezer is opened. Periodic scraping of frost will reduce number of times complete defrosting is needed. Check the gasket seal. If the door does not seal properly, notify your supervisor.

Contrary to the belief of many, frozen foods do not keep indefinitely. Although freezing greatly slows bacterial and enzymatic activity in foods this action nevertheless continues, and long storage will eventually cause loss of flavor and nutritive values. The following chart gives general limits for many types of frozen foods when stored at 0° F.

Length of Frozen Food Storage Chart¹

PRODUCT	RECOMMENDED LENGTH OF STORAGE AT 0° F.	PRODUCT	RECOMMENDED LENGTH OF STORAGE AT 0° F.
Beef	1-12 mos.	Pastry Shells	2 mos.
Fresh Pork	3- 6 mos.	Cookies - unbaked	9 mos.
		baked	9 mos.
Lamb and Veal	6- 9 mos.	Yeast Breads and Rolls - Baked	3 mos.
Sausage and Ground Meat	1- 3 mos.	Bakery Bread (In original wrap)	2 weeks
Poultry	6-12 mos.	Biscuits and Muffins	3 mos.
Fish	2- 3 mos.	Brown-n-serve rolls	2-3 mos.
Butter	6 mos.	Sandwiches	2 weeks
Ice Cream	1- 2 mos.	Prepared main dishes	3-4 mos.
Cakes - frosted	1- 2 mos.	Meat pies, meat loaf	4-6 mos.
unfrosted	2- 3 mos.	and meat balls	
Fruit Cakes	1 year	Soups	4 mos.
Pies	2 mos.	Stews	4 mos.

1. Reproduced by permission of The Dow Chemical Company, Midland, Michigan. From Consumer Education Booklet, "Use Your Freezer Every Day."

PEST CONTROL



PEST CONTROL

For infestation of household pests of any kind, call on Public Health or the local sanitarian. These people have the equipment, material, and supplies for extermination, and the knowledge of how to use the insecticides and chemicals. The services of Public Health or of a professional exterminator may be engaged on a monthly basis.

Caution

MANY INSECTICIDES ARE HIGHLY TOXIC TO HUMANS, AND CERTAIN OTHER INSECTICIDES CONTAIN FLAMMABLE SOLVENTS. ALL INSECTICIDES MUST BE USED WITH CARE.

Suggestions

1. Cleanliness is the best defense against household pests.
2. Keep the kitchen clean and all food put away in the refrigerators or in proper containers.
3. Dispose of garbage so that it cannot become a breeding place for flies and attract rats and mice.
4. Keep all accumulation out of cracks and crevices to prevent breeding places for pests.
5. Don't store food in lockers, dressers, and/or other drawers. This practice invites pests to come in for a feast.
6. Request Plant Management to caulk all cracks and crevices in the building, all open spaces around pipes, and to remove and replace any decayed or rotting wood.



CHAPTER 4

MAKING THE HOME ATTRACTIVE

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MAKING THE HOME ATTRACTIVE

HOMES SHOULD BE ATTRACTIVE

Within money limitations, providing any room that children use with cheerful, colorful, and comfortable furnishings means that one big step has been taken toward helping them to adjust to the surroundings. Such a room invites ease, relaxation, satisfaction, and companionship.

If the overall effect of furniture and accessories is not attractive, consider with the students ways of making it attractive. The results will only be made more unattractive by neglect. Sometimes a good cleaning, some repair, rearrangement, and the addition of a few colorful and carefully chosen accessories will add tremendously to the attractiveness of the surroundings and the expenditure of money may be small. Too, it is well to look around and see what can go as well as stay. For example, an old weatherbeaten picture or a vase of faded artificial flowers may have been attractive at one time, but may be an eyesore now. An item of furniture that can't be used because it is unsafe should be repaired and refinished or discarded.

The building with the exception of some paint and repairs probably can't be changed; however, a survey of areas as to use has, in instances, proved worthwhile and not only added to the attractiveness, but improved the use of the space. For example, in one large dormitory, an upstairs lobby that had previously been used for traffic was outfitted with some furniture on hand and thus space was provided for several social groupings as well as leaving ample traffic lanes.

Given the opportunity, the students will delight in helping to make the home attractive. In one instance, when pictures were to be selected for a large dormitory, the students asked to look over the book of samples and choose those they preferred. It is interesting to note that while the staff had tentatively decided on certain selections that the students, with few exceptions, chose other pictures.

Students can, with some inspiration and materials, make many beautiful and interesting accessories that add charm to the surroundings, give pleasure in the making, a sense of belonging, and increased companionship in improving one's place of living by adding their own personal touches to the home.

At times, with a good look at what we have and liberal amount of imagination for rearrangement with comfort and attractiveness in mind, we can accomplish a lot. A good chair, as an example, may be a misfit in one location, but may fit well into the decor of another room. Where people work and plan together, exchanges of certain pieces of furniture in order to complete a set or grouping should present no problem. As money is available some new furnishings may be added.

FURNITURE AND ACCESSORIES

Furniture includes all of the necessary pieces of equipment such as chairs and other seating, beds, tables, lockers, movable cabinets, and the like. Furniture is chosen both for beauty and usefulness. First of all it must meet the comfort and convenience of the users. It should be strong, durable, properly constructed and finished, and suitable to the purpose. Secondly, furniture should be attractive; thus the purchase of furniture deserves careful study and selection. It is a rare occasion when one can purchase all new and attractive items, yet the opportunity to replace or buy one piece of furniture calls for skill and study of what is the most functional and attractive that can be found for the money.

Accessories are the things that add interest, personality, and convenience to a room. Among other accessories there are mirrors, figurines, wall hangings, candlesticks, lamps, carvings, flowers, mats, and other items. Accessories are chosen for two reasons: (1) to please the eye, such as pictures, a bowl of flowers, plants, (2) serve a useful purpose, such as clocks, certain mirrors, ash trays, lamps, or a candy bowl.

All accessories are chosen to enhance a room and a few, large enough to be easily seen, and colorful and attractive, add more charm and distinction than a lot of small unrelated knick-knacks.

COLOR CAN WORK MAGIC IN DECORATION

A little knowledge of color will help us to select furnishings and accessories that are pleasing. There are thousands of colors that are taken from the basic red, blue, and yellow. But there are just two groups of colors: warm and cool. Warm colors contain a predominance of red or yellow. Warm colors are stimulating and objects in these colors appear to be larger than they are. Cool colors are white, green, and blue. Cool colors are calm and restful. Objects in these colors appear to be farther away than they actually are. Green or violet objects can be made to look warm or cool, according to the color that they are near.

General Guides for Wall and Ceiling Colors

To make a room appear larger:

1. Use light colors on walls.
2. Use same color scheme for two adjoining rooms.

Making the Home Attractive

3. Match woodwork, if painted, with wall or wallpaper background. This makes the woodwork less conspicuous.

NOTE:

Effective use of mirrors can widen or lengthen, and increase the apparent size of a room.

To make a room appear smaller:

Use dark tones or bright colors on walls.

To shorten rooms or improve a square room:

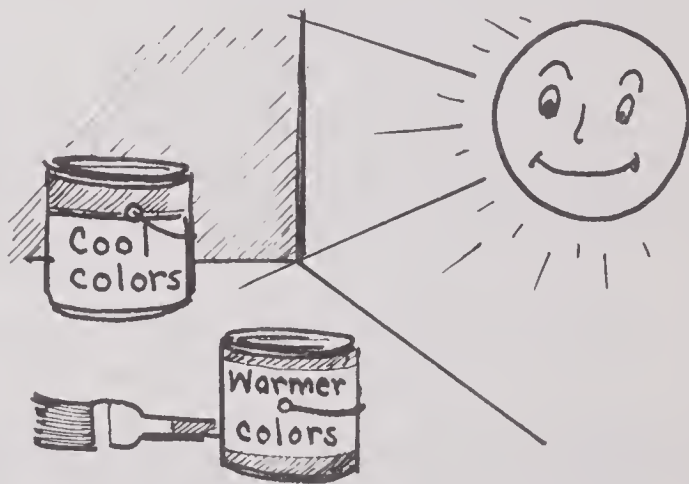
1. Paint side walls with lighter, and end walls with darker or warmer colors; or use patterned wallpaper on end walls.
2. Generally, the wall treated in the contrasting manner should not be one which is broken up with doors, windows, etc.

Ceilings:

1. Light colors will "raise" ceilings.
2. Patterns and deep colors are "heavier" than pale colors and will "lower" the ceilings.

Sunlight:

1. If much sunlight, use more cool colors.
2. If little sunlight, use warm colors.
3. If room is occupied mostly in the evening, use more intense colors than normally.



General Guides for Selecting Furnishings Colors

1. Use one color as the main or dominant color. Different hues or shades of the same color may be used. Use other colors to "spark" or accent the dominant color.
2. Use no more than one main pattern in the room: in the rug, the draperies, or the upholstery. Various textures may be used.

Making the Home Attractive

3. Match the two or three colors found in the pattern. Use these colors for decorating and furnishing the rest of the room.
4. Using some of the warm and cool colors will lessen the danger of tiring of the room. This is called a contrasting color scheme.
5. The use of different shades of one color, called a monochromatic scheme, may be very attractive if accents in contrasting colors are used.
6. Different textures, though of the same color, give pleasing results especially when used in a large room. Texture means the way the fabric threads are woven. Merely by choosing some pieces of furniture of a different weave the overall effect will be more pleasing than by using only one weave.
7. Patterned and plain surfaces make a pleasing contrast. For example, a chair in a patterned upholstery appears to good advantage when located near a divan of a plain pattern.

PLAN BEFORE YOU PURCHASE

Who Will Use the Room?

Determine the approximate age groups and the sexes of the students who are to use the room.

A room that is used by all boys or all girls may be planned quite differently from a room that is used by both girls and boys. Girls may like chintzes or floral patterns; boys may prefer the tweeds, leathers, and masculine patterns. In colors, for example, boys may choose turquoise and cocoa; girls may prefer pink and gray.

Small children need small scaled, readily portable furniture. Furniture scaled to adult use may well be chosen for older students.

What Is the Purpose of the Room?

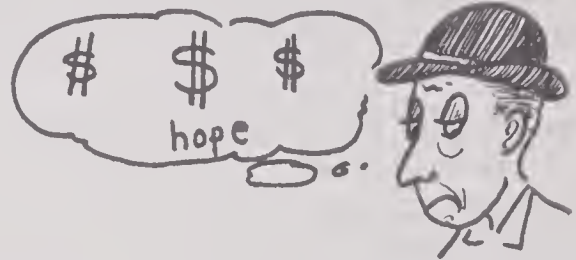
In a television room, for example, readily portable fiberglass chairs such as used in classrooms, ample floor pillows with colorful covers, along with some other pieces of furniture, may prove more useful and less expensive than heavy divans and chairs.

What Furniture Is on Hand To Be Used?

Rarely do we have an opportunity to purchase all new furniture for any room. Know the furniture to be re-used, its size, color, and condition. It may have to be refinished or reupholstered but wait on that until your complete plan has been made. However, do set money aside for this.

How Much Money Can You Spend?

Knowing the approximate amount of available funds will be a determining factor. Perhaps you want all new furniture for a living room; there may be money available for this.. Or you may have to settle for only a new chair, a divan, or perhaps a rug.



What Is the Size of the Room?

To be sure of the size of the room, ask someone to help you; get a pencil, some paper, and a rigid measure such as a steel tape or a yardstick. (A plastic or cloth tape is too flexible to give an accurate measurement. Even a few inches off may make a failure of the plan.)

Measure the room by starting at one corner. Take the dimensions of all architectural features such as width of doors and windows including the frame, and radiators or heat convectors.

Measure all walls and draw the entire room to scale showing all dimensions. Using graph paper is helpful, $\frac{1}{4}$ " squared paper is easy to work with. Allow $\frac{1}{4}$ " for every foot. Be sure to show all doors, windows, etc. on the plan. Show electrical outlets.

What Is the Size of the Furniture?

Find out the size of each piece of furniture you have on hand and each piece you plan to buy. Measure the furniture you have for width, depth, and height. See the catalog specifications or the salesman about the sizes of furniture you plan to purchase. Don't guess on furniture measurements. For example, all card tables are not 30" x 30" or 34" x 34".

Next, using the same scale you used for the room measurements, draw and cut out heavy paper, cardboard, or colored paper forms (templates) representing the various pieces of equipment. Write the name of the piece of equipment on the template.

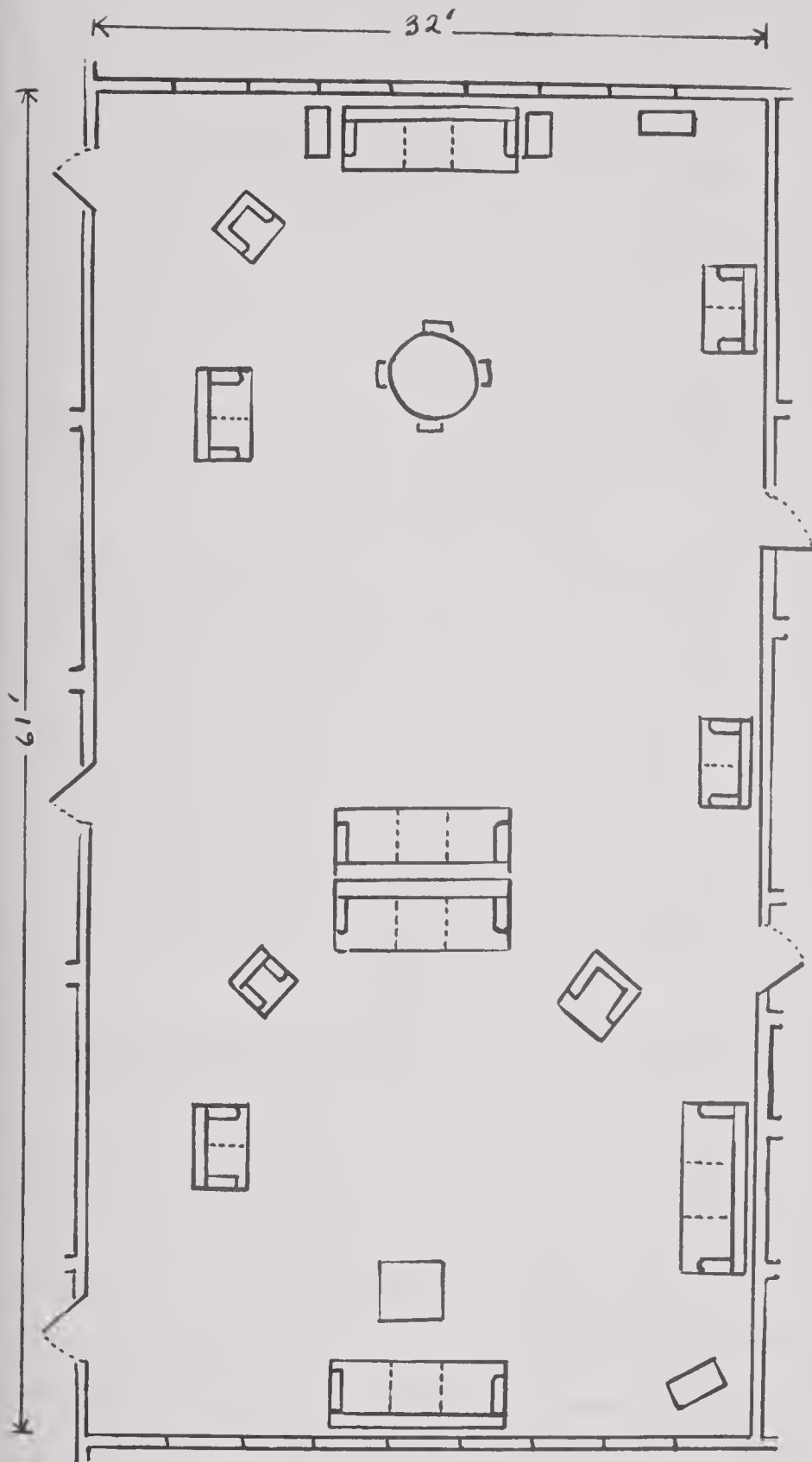
Try Out Furniture Arrangements

Arrange, re-arrange, and shift the paper patterns around until the most satisfactory arrangement possible has been reached.

Remember to keep traffic lanes clear and all electrical outlets available for use, make allowances for doors, etc.; keep high furniture away from windows.




As an example of arrangement, place dormitory living room furniture in comfortable groupings. A small room will take only two or three groups; a larger room may well accommodate more. Arrange heavy or large-looking objects so they aren't all on one side of a room. Distribute groupings so that they are easy to walk around or to join. Allow ample lanes. For safety's sake, don't overcrowd the room.



Room size 32' x 61'

Scale 1/8" = 1' 0"



Round Table
with Chairs


Coffee
Table


Chest


Radio or T.V.


End
Table


3 Seat
Settee

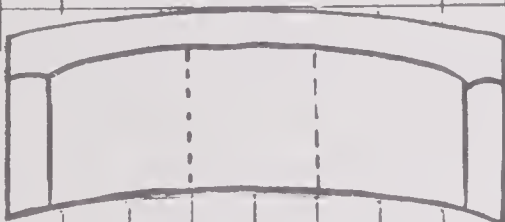

2 seat
Settee


Easy
Chair

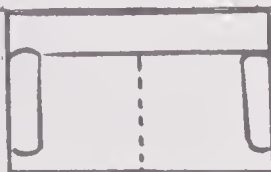

Bunk Bed

SOFAS

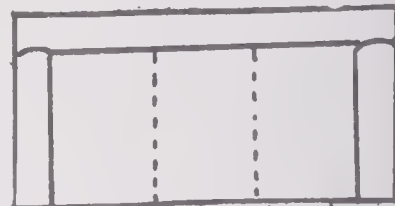
Crescent
96" x 36"



2 Seat
50" x 33"



3 Seat
72" x 36"



3 Seat
84" x 36"



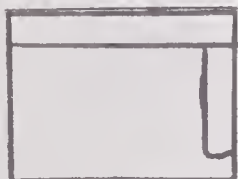
Pieces
29" x 33"



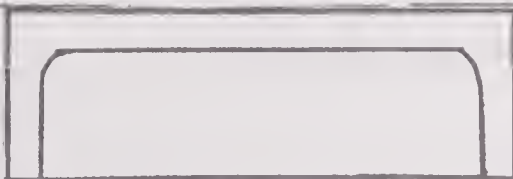
Sofa Bed
79" x 33"



Sectional
45" x 33"



Large Sofa
96" x 33"



Sofa
52" x 33"



CHAISE LOUNGE

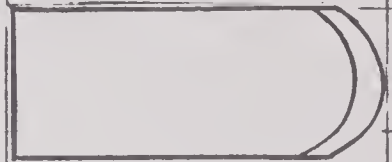
57" x 30"



Ottoman
30" x 30"



72" x 30"



BOOKCASE

48" x 18"



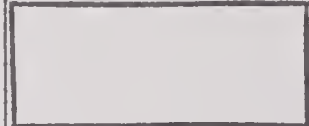
SECRETARY

36" x 24"

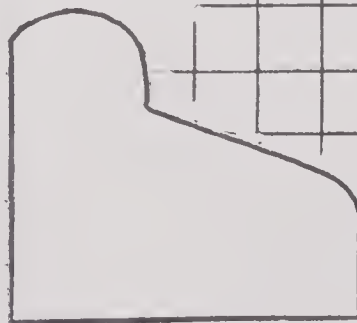


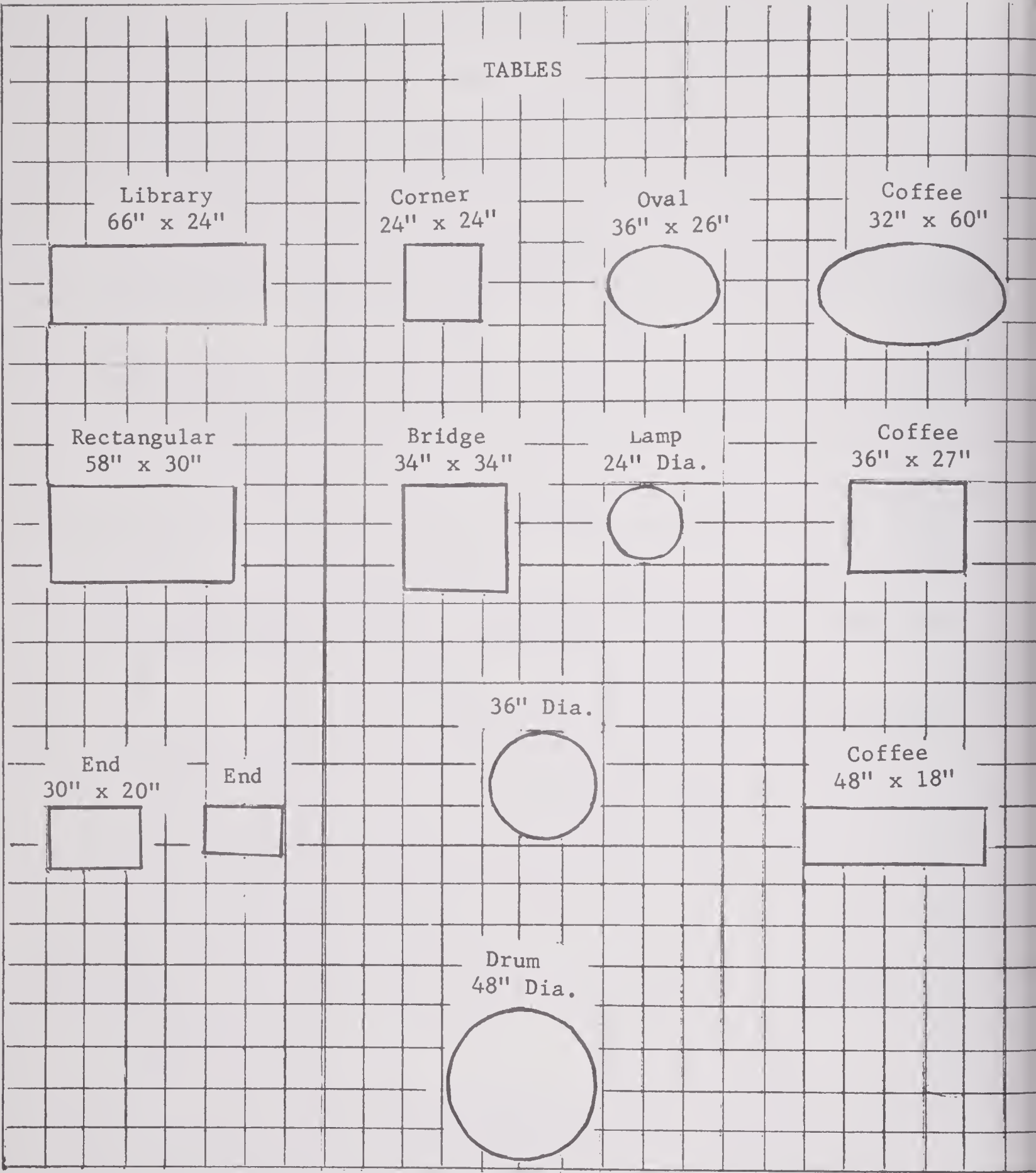
PIANO

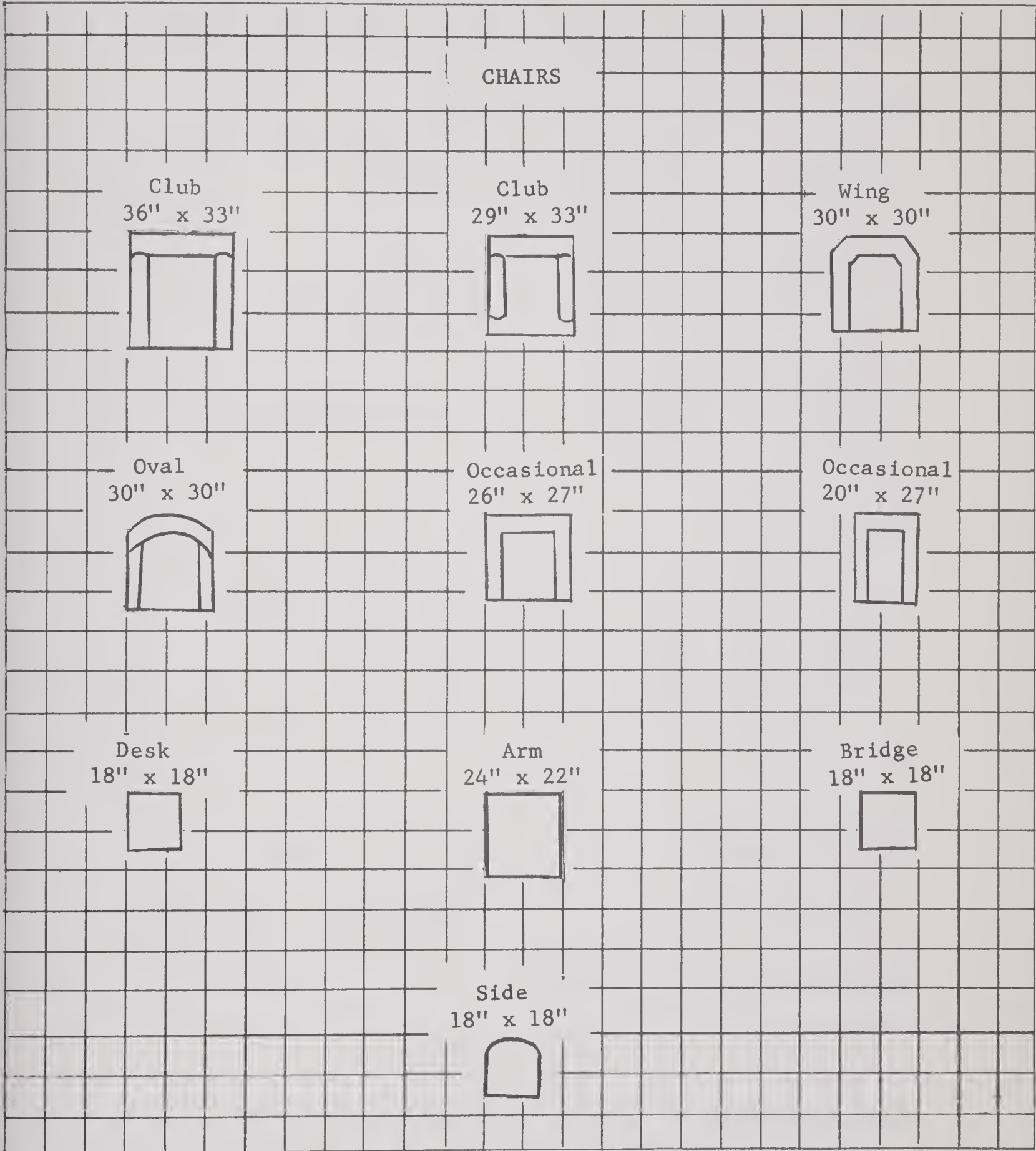
(Spinnet)
57" x 24"



Piano Grand
60" x 68"







Making the Home Attractive

SOME FURNITURE SIZES

Furniture sizes vary. The sample sizes given here are in general use. It is well to check the sizes of all furniture you plan to use.

Chairs

Easy -	35" x 29"
Club -	29" x 33"
	31" x 33"
	36" x 33"
Oval -	30" x 30"
Occasional -	20" x 27"
	27" x 29"
Wing -	30" x 30"
Bedroom -	26" x 26"
Desk -	18" x 18"
Bridge -	18" x 18"
Side -	18" x 18"
Arm -	24" x 22"

Sofas

Large -	96" x 33"
Crescent -	96" x 36"
3-seat -	84"xx 36"
	74" x 34"
2-seat (or	50" x 33"
love seat)	50" x 32"
Corner -	79" x 79"
Sectional Pieces-	45" x 33"
	52" x 33"
	29" x 33"
Chaise Lounge -	57" x 30"
	72" x 30"

Tables

Night -	24" x 16"	Library -	66" x 24"	Round -	Many Sizes
	- 16" x 16"	Bridge -	29" x 29"	Cocktail -	48" x 18"
Wedge -	28" x 28"		30" x 30"		36" x 26"
Corner -	24" x 24"		32" x 32"		34" x 27"
Coffee -	36" x 36"		34" x 34"		32" x 60"
(Many sizes)		Drum	36" Diam.	Side -	18" x 18"
			48" Diam.	End -	30" x 20"
					30" x 27"
					36" x 18"

Dressers (Single)

3" x 2' x 0"
48" x 22"

Dresser (Double)

66" x 22"
72" x 22"

Chest of Drawers

2' 4" x 1' 6"
3' 4" x 1' 9"

Cabinets and Desks

China Closet -	46" x 24"
Side board -	66" x 24"
Secretary -	36" x 24"

Radio

Console - 35" x 20"

Table - 30" x 18"

T.V.

Console - 28" x 26"

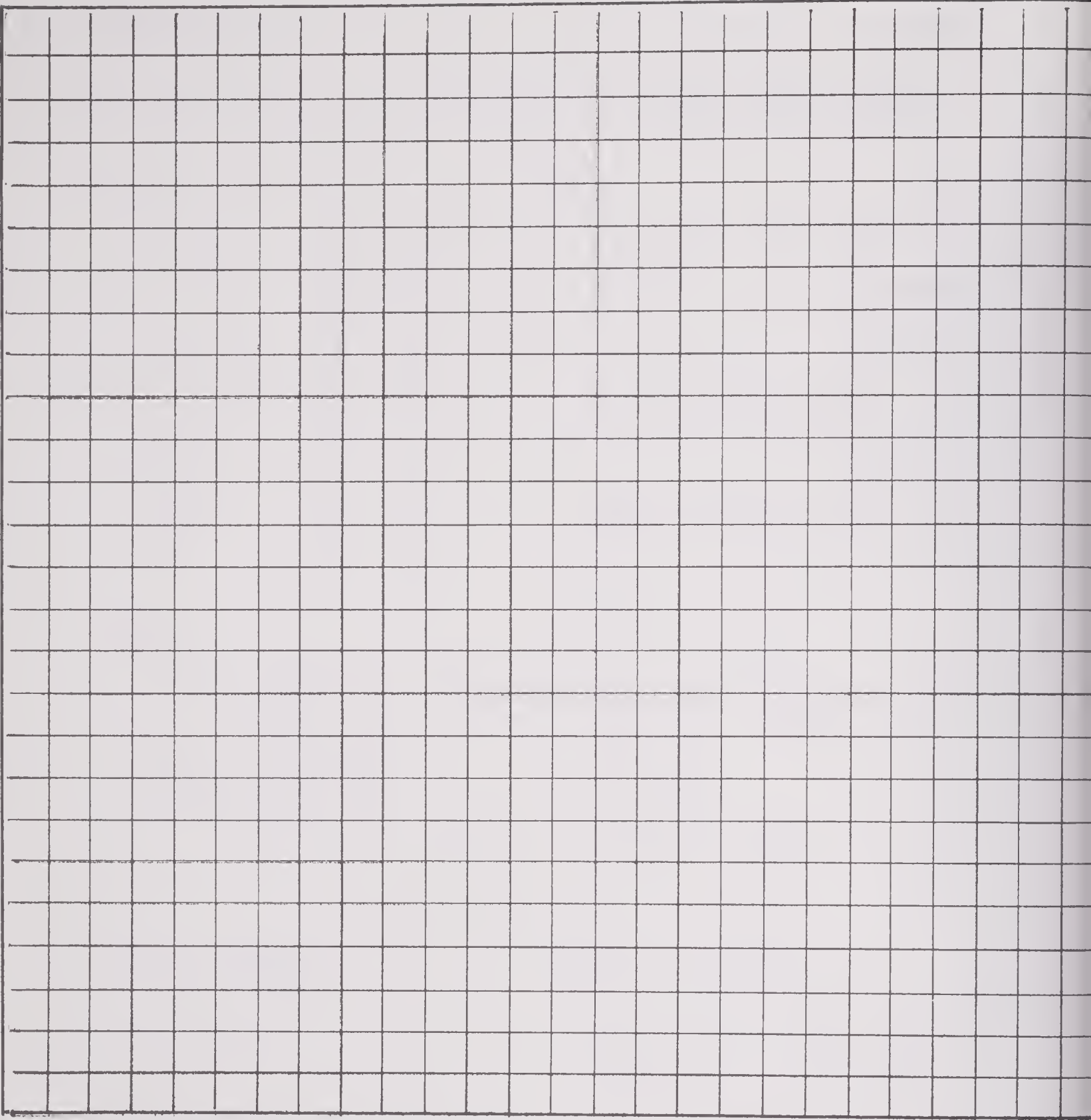
Piano

Grand

Length 5' 6" to 9' 0"

Minature

Length 4' 8" to 5' 0"



Using squared graph paper $\frac{1}{4}$ " square equaling
1'-0" is helpful in planning a
room arrangement.

CHOOSE AND HANG PICTURES WITH CARE

Color

Color is the first thing noticed about a picture. When color in the picture incorporates the colors of the room, so much the better. Pictures can repeat colors in upholstery, draperies, walls, etc. Sometimes, a painting is used to set the scheme for an entire room. However, this is not to be taken literally and pictures are often used as an accent color and may be the means of introducing interest by contrast. Pictures may key or carry out a color scheme. When having pictures framed, remember that mattes can be tinted or covered with fabric to blend or contrast with the color scheme.

Generally speaking, bold, warm colors brighten gloomy rooms and have the power to make a large room appear cozy. Cool shades of blue and green help to make a room appear larger.

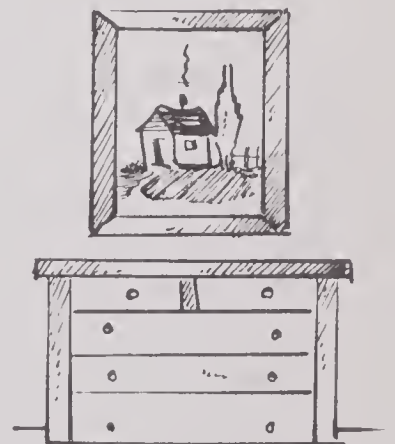
Subject Selection

Pictures are chosen with the people in mind who are to occupy or use the room. For example, in selecting pictures for a primary classroom or dormitory one keeps in mind the interests of the particular age group. (Story telling, animal, bird, and flower pictures delight young children.) Pictures should be truly enjoyed. The work of the greatest master is not suitable unless it carries a message for the occupants of the room.

All pictures do not have to be master reproductions. The art of students is often most enjoyable and may make the surroundings more homelike. Certain tapestries or interesting fabrics properly selected and hung may offer a pleasing note of variety.

Size

The size of a picture is not a haphazard choice but is determined by the particular location, or, conversely, the space and accompanying furniture determine the size of the picture and/or the groupings. A picture or wall hanging is a part of a unit in a room - either of the furniture it hangs over or the wall it hangs on. A small picture is lost, unattractive, and out of place over a large piece of furniture such as a sofa, or in an expanse of wall space. Instead, in large spaces it is well to use a large picture or a group of several pictures. The picture or grouping must be related in scale



Making the Home Attractive

to the piece of furniture. A picture or grouping should not be obscured or overpowered by a lamp, a vase, or some other object. The picture must be seen completely to be fully enjoyed.

Location

The choice of the location for a picture requires careful thought and planning. Pictures are not hung merely to cover up space. They do not stand alone but form a connecting link between background and furnishings. By experimenting it may be found that a picture chosen for one location will prove better suited to another location. In deciding on the location for a single picture, it is difficult for one person to work alone. Perhaps the better way is for several people to collaborate; some holding the picture while others view and make suggestions. (By no means should nails or bolts be driven into the wall until one is certain about the location of a picture.)

Pictures may be hung over sofas, tables, chests, desks, plants, etc., that are placed against the wall to form an "anchor." They may also be hung in relation to architectural features, such as at the sides of doorways, archways, even windows.

All pictures appear to best advantage when well-balanced. (This does not mean they can't be arranged in a group.) Off-center arrangement can be achieved by proper spacing and effective distribution of other accessories. For example, a picture may be off-center and attractive if hung to the left of a chest if a lamp, vase, or other object that balances the picture is placed to the right.

Groupings

Groups of pictures correctly balanced and spaced will provide interest and make a focal point in a room. This is often done, for example, over a sofa since it is usually one of the larger pieces of furniture in a room. If no wall space is available for a sofa group, a smaller arrangement may be made over a chest or table with lamps incorporated into the group. As an example, groups may consist of: (1) one large horizontal picture (2) two upright pictures (3) a symmetrical group consisting of pairs of pictures, plaques, carvings, and the like. Results gained from experimenting are well worth the effort. The fact that the edges of the group may be irregular is of no importance. However, it is well to work toward groupings that form an overall rectangle, square, or other geometrical shape. Picture groupings take an added interest when other objects are added. One might try, for example, clocks, barometers, wall candle holders or plaques. Before hanging groupings, plan the arrangement on paper. The center of the group should be at eye level.

How to make a grouping. Once you have selected the components of a grouping, for example, over a sofa, you can use this method anywhere - over a bed, table, desk. Place a large piece of brown wrapping paper six to eight inches above the sofa. (You can't work alone.) Cut the paper the size of the wall space you want the grouping to cover, keeping the paper as wide or a few inches less wide than the over-all sofa. Then, remove the paper and lay it on the floor. Place the pictures and other objects until you have the arrangement you prefer. Draw a pencil line around each object and mark where the hooks or nails must be placed. Put the paper back on the wall and tape it lightly. Drive the hooks, then remove the paper and hang the objects.

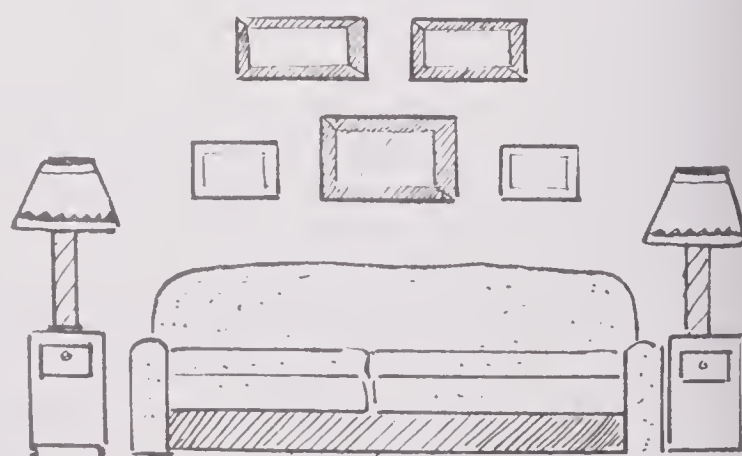
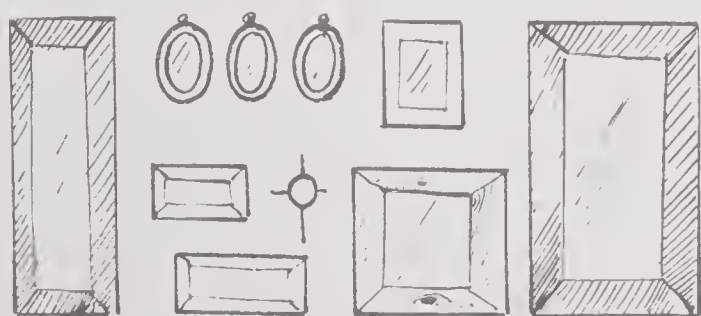
Tips for Hanging Pictures

1. Place a small piece of masking or cellophane tape before driving the picture hooks to help prevent chipping of plaster and peeling of paint.
2. Place screw eyes in the frame for the wire about one-fourth of the total picture length down from the top. If the screw eyes and wire are placed lower, the picture may lean forward on the wall.
3. Have the wire as taut as possible between the screw eyes. Allow plenty of wire and wind the ends back over the main wire; then the wire can be released or tightened if the picture height has to be adjusted.
4. Pictures are hung so they can be seen by the viewer when seated as well as when standing. Pictures should be hung so that they are easily viewed; this is spoken of as "eye level." Some authorities on interior decoration say that no picture should be hung more than 36" to 39" from the floor. Hang pictures low for child enjoyment.
5. Fastening pictures to the wall requires study of the wall and pictures. In the major number of cases there are masonry blocks or plastered walls in educational facilities. Usually the small plastic picture holders will not adhere to these walls for any length of time. For small pictures, one may use the special nails with attached hooks that are sharp and go in at a slant. These are not always effective in masonry block walls and should be first tried out in a sample block. For larger pictures and mirrors, wood screws or toggle bolts have proved effective.
6. When toggle bolts or wood screws are put into the wall with just enough space left between the head of the screw or bolt and the wall for the picture wire to be anchored, there is no danger of them pulling out of the wall and leaving a broken place in the

Making the Home Attractive

finish. Too, the heads may be painted the same color as the wall and, if the picture is moved from the location, the screw or bolt is hardly visible on the rough wall texture. Make sure pictures hang flat against the walls and conceal hanging fixtures.

7. In preparing a picture for hanging, consider its size and the way it is to be hung. A small picture may need only one anchor to the wall; larger pictures may require two anchors.



CHAPTER 5

CARE AND CLEANING OF WALLS, CEILINGS, AND WOODWORK

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CARE AND CLEANING OF WALLS, CEILINGS, AND WOODWORK

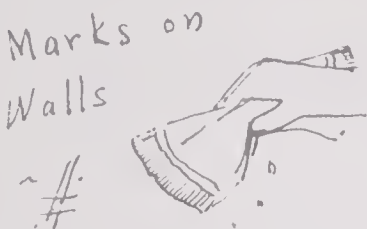
PREVENTING SOIL AND DAMAGE

Nowhere, other than perhaps in floor care, will the failure to use preventive measures be more apparent than in wall, ceiling, and woodwork care. Excluding natural atmospheric causes and smoke stains, they should remain clean and unmarred for years. Discussions with students of ways of keeping walls and woodwork clean and unmarred will prove fruitful. It is also important for custodial employees and student details to prevent damage as they go about their work.

The following chart gives a few suggested preventive measures. There are many more.

TO PREVENT	DO
Student mistreatment of walls and woodwork.	Enlist student interest in keeping them clean. Students, like adults, appreciate nice things when their attention and interest is aroused and when they become accustomed to having nice things. Learning to appreciate one thing leads to the appreciation of many other things.
Scars or scratches on walls and woodwork.	Keep furniture and cleaning equipment away from walls and woodwork. Teach custodial and cleaning details how to move furniture with care and how to handle cleaning equipment.
Holes in walls.	Hang pictures or other objects only after a careful survey as to height from the floor and location. Teach the operator of the floor polisher in the use of the machine. (Custodial employees - unless mature students are enrolled.)

Care and Cleaning of Walls, Ceilings, and Woodwork

TO PREVENT	DO
<p>Hand, crayola, pencil or shoe marks on walls and woodwork.</p> <p>Marks on Walls</p> 	<p>Discuss with students "why" we keep away from and do not touch walls. Call attention to walls. "Which is prettier, this wall that is soiled, or this wall that is clean?" Crayolas and pencils are used only at desks and work tables.</p> <p>All personnel cooperate in teaching students to walk to the right, and to walk at least a foot away from the walls. (Crowding and over-congestion often leads to one brushing against a wall.)</p>
<p>Water marks on walls such as may occur in bathrooms or near water fountains.</p>	<p>Go with children to washrooms. Teach them how to wash hands carefully; to avoid splashing water, and to "blot" up any accidental splashes. Turn water at fountain only high enough for sanitary and comfortable drinking.</p>
<p>Finger paint and like stains.</p>	<p>Keep easels and like equipment at a safe distance from walls so that stains do not spatter on walls.</p>
<p>Blow soil, such as water, sand, or dust that may come in through open doors, windows, or cracks.</p>	<p>Close doors and windows during a rain, dust, or snow storm. Make it a rule for the last person leaving a room at the close of the day to close the windows and/or doors. Request Plant Management to caulk all cracks and weatherstrip doors or windows as needed.</p>
<p>A build up of dirt or soil.</p>	<p>Dust regularly. Dust or cobwebs that are allowed to accumulate will become sticky from natural atmospheric causes, collect more dirt, and be hard to remove.</p>



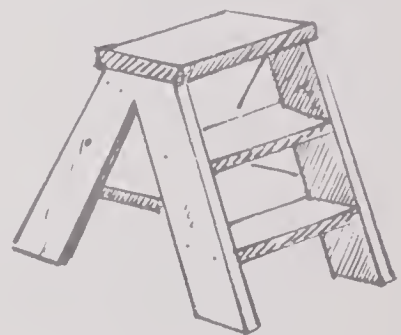
Care and Cleaning of Walls, Ceilings and Woodwork

REGULAR CARE

1. Clean any wall, ceiling, or woodwork regularly to prevent a build-up of dirt.
2. Frequent dusting with the wall or furniture brush tool of a vacuum cleaner, a long-handled dry mop with a clean, removable and washable head, or a clean cloth tied over a broom will prevent the collection of dust and cobwebs.
3. Dust and cobwebs that are allowed to accumulate over a period of time will become sticky from natural atmospheric causes and will be hard to remove.

PLANNING TO CLEAN WALLS, CEILINGS, OR WOODWORK

1. Know the kind of surface and the cleaning methods and materials before doing any cleaning other than dry dusting. Cleaning procedures will depend upon the type of surface to be cleaned.
2. Have a plan for the work. Know what you are going to do and how to do it.
3. Collect the necessary equipment and materials. Some of the items you may need are:
 - a. A sturdy step ladder if high cleaning is to be done
 - b. Vacuum cleaner and attachments; long handled wall brush
Clean cotton dust mop free of lint
Broom covered with a clean cotton bag
What method of dusting will you use?
 - c. Clean cloths and sponges
 - d. Clean water
 - e. Cleaning solution
 - f. Stain removal supplies



CARE AND CLEANING OF

Ceilings

Usually ceilings are only soiled by dust, sand, and cobwebs. A man usually does the cleaning of ceilings or higher dusting. If the ceilings are dusted frequently, they should need no other care. Cobwebs that are allowed to remain on the ceiling will collect grease and soil.

1. The best method of dusting a ceiling is with the long-handled wall attachment of the vacuum cleaner. The cleaner absorbs the dust and does not scatter it over the room.

Care and Cleaning of Walls, Ceilings and Woodwork

2. If a vacuum cleaner attachment is not available, the ceilings may be brushed with a long-handled wall or ceiling brush, a clean cotton dust mop or a broom that has been covered with a flannel bag. Use a safe step ladder and start in one corner of the room and work systematically, cleaning a block at a time.

Caution

Move the ladder as needed. Do not lean out on the ladder.

Acoustical Tile

Dry dust only. To remove dark spots, pat area with talcum powder and remove with vacuum cleaner.

Caution

Do not wash, paint, or use any cleaner or any treatment other than dry dusting or talcum powder on acoustical tile. To do so will ruin the acoustical properties of the tile.

Plant Management personnel may have special paints that can be sprayed on acoustical tile but this is not to be done by educational employees.

Acoustical tile comes in a variety of materials but the treatment and cautions are the same.

Calcimined Walls

Dust frequently so that they do not become heavily soiled. These walls cannot be washed, so renew the finish when heavily soiled.

Glossy, Semi-Glossy, and Washable Flat Painted Walls

1. Keep the walls dusted using a vacuum cleaner attachment, soft clean cloths, clean long-handled wall brushes, clean cotton dust mop, or a broom covered with a bag made of cotton flannel cloth.
2. Clean small spots on walls with a cloth or sponge wrung out of clean water. If this will not remove the spot, use a mild detergent solution being careful that none of the solution is allowed to drip.

Care and Cleaning of Walls, Ceilings and Woodwork

3. If the entire wall needs to be washed:

Make a solution of warm water and mild detergent. Do not make the detergent too strong, then if rinsing has to be done, it will be easier to rinse and the finished work will look nicer.

With a sponge or cloth wrung out of the solution, start work at the floor. By starting at the floor, the water will not run down over a soiled area and leave streaks that cannot be removed. Do a small area at a time with circular strokes. Overlap strokes as work progresses to new areas. A sponge or cloth in both hands will do the job quickly. Generally, sponges are preferred to cloths for washing walls. If the wall has a rough textured surface, a brush should be used.

If the walls are not too heavily soiled and the detergent is mild it may not be necessary to rinse the walls and the detergent can be wiped off with a soft dry cloth while still damp. Change cloths often so that you are sure that the cloth is clean and is removing the soil.

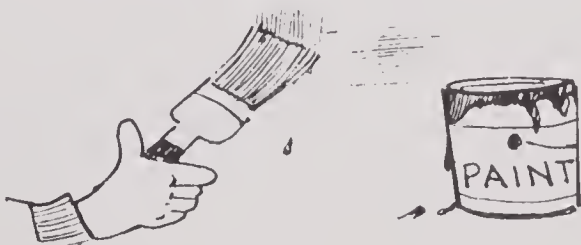
4. For heavy smudges such as wall marks from furniture, shoes, lipstick, crayon, or ink, try using a small amount of undiluted detergent. For more difficult stains, use a small amount of scouring powder. These treatments may mar the paint and are to be used with caution and only occasionally for stubborn spots. Be sure that the undiluted detergent and scouring powder are carefully rinsed from the wall.

Caution

In washing walls, work quickly with the cloth or sponge being careful not to use an excess of water.

Non-Washable Painted Walls

1. Dust regularly with a vacuum cleaner attachment, soft cloths, clean long-handled brush, clean cotton dust mop, or a broom covered with a bag made of flannel cloth.
2. Remove smudges or finger marks with a cloth moistened with a liquid detergent applied with a soft cloth or sponge.



Care and Cleaning of Walls, Ceilings and Woodwork

Washable Wall Paper

1. Keep walls dusted using a vacuum cleaner attachment, a soft cloth, clean long-handled wall brush, clean cotton dust mop, or a broom covered with a bag made of cotton flannel cloth.
2. Remove spots as soon as they appear. Finger, pencil, or crayon marks may usually be removed with an art gum eraser. Some grease spots may be removed by placing a clean blotter over the spot and ironing it with a warm iron. For large grease spots, a paste made of Fuller's Earth may be used. Brush off when dry. Repeat this process if necessary.
3. If walls are heavily soiled, test in an inconspicuous place to see if the paper is washable. If the paper is washable, wash with a sponge or cloth wrung as nearly dry as possible from a mild detergent solution. Begin at the baseboard and clean with wide sweeping strokes, working toward the ceiling. Wipe immediately with a sponge wrung from clear water.

Caution

Be careful not to use an excess of water near the seams or the paper may be loosened.

Non-Washable Wall Paper

1. Keep walls dusted so that they will not become heavily soiled.
2. Art gum will usually remove finger, pencil, or crayon marks.
3. Some grease spots may be removed by placing a clean blotter over the spot and ironing it with a warm iron. A piece of semi-stale crustless bread, kneaded over small soiled spots may remove them.

Cinder Block Walls

1. Cinder block walls are not easy to paint to repel soil and they are hard to clean. They should be dusted regularly with a long handled wall brush to keep them from becoming heavily soiled.
2. Walls of this type are usually painted with washable paint but the rough surface makes any washing difficult. If it is necessary to clean off spots or heavy soil, keep the walls as free from moisture as possible. If you are not sure that the finish is washable, experiment in an inconspicuous place. If washable, use a brush and a mild detergent solution. If not washable, the paint will have to be renewed.

Care and Cleaning of Walls, Ceilings and Woodwork

Ceramic Tile Walls

1. Wash with warm but little water. Use the same solution as for painted walls. A soda solution used in bathrooms will aid in keeping the walls sparkling and free from odors.
2. For smudges, use cloth or sponge and apply liquid detergent full strength.
3. These walls (not ceramic tile floors) may be waxed with water-base wax. It is a good practice to wax new walls before they become water stained.

Caution

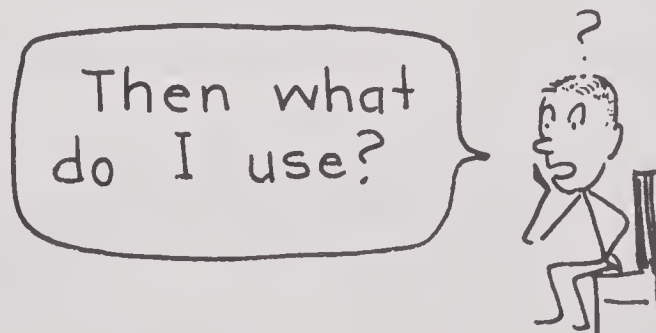
1. Avoid all abrasives such as strong cleaning powder.
2. Avoid excessive use of water. Too much water may loosen and ruin these walls.

Glass Block Walls

1. Glass bricks may be cleaned just as any other glass. They are usually hard to clean because of the irregular or rough surface.
2. If the glass bricks are waxed occasionally with glass wax, soil and fingermarks will wipe off easily and they will not need washing so often.

Plastic Tile Walls

1. Wash walls with a rich detergent solution. Rub dry to remove water marks. Wash from top down or you will have to go over the entire surface to remove water marks. Follow all cautions under ceramic tile walls.
2. Plastic tile walls may be waxed with water base wax. It is a good practice to wax new tile walls before they become water stained.



Care and Cleaning of Walls, Ceilings and Woodwork

Wood Paneled Walls

1. Paneled walls need the same care as wood furniture. Dust the walls regularly so that they will not become heavily soiled.
2. The walls may be wiped with a cloth that has been dampened by sprinkling with water then rolled tightly to evenly distribute the dampness. Shake out the cloth and use like a dust cloth. This will take care of most soil on wood paneling.
3. Most spots on paneled walls may be removed by the use of a good commercial cleaning wax or by careful rubbing with a damp cloth.
4. Occasionally apply a thin coat of wax. Allow the wax to stand until dry and then rub with a clean cloth until no polish is visible. If the walls are carefully rubbed with a flannel cloth they will have a satiny finish that will last for months.

Cautions

1. Remember to stay with one type of wax. The alternate use of a paste or water wax will cause white streaks on wood.
2. Never use a furniture polish or any type of oil on paneled walls. The polish may make them look nice at the time, but it collects dust and dirt which is hard to remove and may scratch the finish.
3. Detergents and scouring powder will mar the wood finish.

Painted Woodwork

1. Keep painted woodwork dusted.
2. Light soil and fingermarks can usually be removed by wiping woodwork with a clean damp cloth.
3. If it is necessary to wash woodwork:
 - a. Wash with a cloth or sponge wrung out of mild detergent solution.
 - b. Rinse with clear water and wipe with soft cloth.
4. When woodwork is clean and thoroughly dry, it should be waxed with paste or water emulsion wax. Polish with flannel cloth.



Care and Cleaning of Walls, Ceiling and Woodwork

Varnished Woodwork

1. Keep varnished woodwork dusted.
2. Fingermarks and light soil can usually be removed by wiping woodwork with a clean damp cloth or by the use of a commercial cleaning wax.
3. It is seldom necessary to wash varnished woodwork. If it is necessary, wipe with a damp cloth wrung out of detergent solution. Rinse with damp cloth wrung from clear water. Work quickly.
4. Wax with a thin coat of paste wax. Polish with flannel cloth.

ACCORDION-FOLD DOORS

1. A clean dry cloth or the small brush attachment of the vacuum cleaner may be used. Move the cloth or brush up and down in the grooves of the folds. Never use an oil-treated cloth.
2. If the doors are heavily soiled, moisten a clean cloth in warm water to which has been added a very small amount of mild detergent. Rub doors just enough to remove soil and marks. Clean a small area at a time. Go over with clean cloth moistened with clear water. Avoid getting the surface of the doors too damp. Wipe dry.
3. There are special waxes on the market that are recommended for cleaning and polishing plastic coated accordion doors. If used, follow manufacturer's instructions.
4. It is important to keep the tracks clean and free of all debris, such as sand and dust.
5. If the track fails to move smoothly, apply a small amount of paste wax to the grooves.

CHALKBOARDS, RAILS, TRIMS, AND ERASERS

Chalkboards



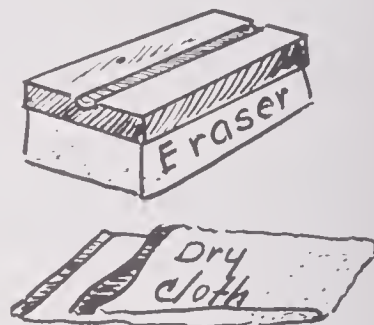
Care and Cleaning of Walls, Ceiling and Woodwork

To prepare a new chalkboard for use

Dust the entire surface of the board with powdered chalk. Erase the entire board with a clean eraser. Repeat these steps until chalk marks erase easily.

To dust a chalkboard, clean rails, and trim

1. Use a dry cloth, an eraser with a chamois back, or a chamois. Move the cloth, eraser, or chamois in long horizontal strokes as far as the arm can reach easily, cleaning a full section before moving to the next.
2. Wipe the eraser after every stroke or two on a clean cloth. Turn and fold the cloth or chamois so the dust is contained in the cloth and is not wiped back on the eraser.
3. After dusting is completed, go over the entire board with a clean lintless cloth using horizontal strokes.
4. Dust the chalk rails by wiping all dust to one end of the rail. Pick up with damp cloth.
5. Occasionally wipe rails with damp cloth wrung from clean clear water.
6. Wipe an aluminum or metal trim with clean damp cloth. Always rub with the grain. Dry. Occasionally aluminum or metal polish may be used. (See Care of Aluminum Other Than Utensils.)
7. Dust wood trim with dry lintless cloth.



To wash a chalkboard

Caution: Many chalkboard manufacturers state the chalkboard must not be washed. Before washing a chalkboard, look at the trim. If the board is not washable, you will usually find a small metal tag warning against washing.

Some chalkboards can be washed, provided washing instructions are carefully followed. If the board is washable:

1. Clean the board as suggested under dusting. Never attempt to wash a dusty chalkboard.

Care and Cleaning of Walls, Ceilings and Woodwork

2. Using clean cool or warm tap water and an untreated cloth, chamois, or sponge, wipe the board horizontally. Dry immediately with clean dry cloth. Do not allow to air dry.
3. Be sure to keep the water, cloth, and/or chamois clean and rinsed free of chalk dust.

To remove slick spots from chalkboards

Slick spots on chalkboards are usually caused by the use of inferior chalk containing clay.

1. Dust board.
2. Wipe entire surface of board with a damp cloth dipped in a small amount of cleaner such as "Bon-Ami."
3. Wash entire board following the instructions under To Wash Chalkboard.

Cautions and suggestions

1. Never use oil or oil treated cloths on chalkboards.
2. Use only untreated cloths.
3. Never wash a chalkboard unless you know it is washable.
4. Never use cellulose tape or masking tape on chalkboards.

To clean erasers

1. A good way to clean erasers is with the vacuum cleaner. Tap and rub the eraser on the nozzle of the cleaner, keeping the nozzle of the cleaner covered by the eraser as much as possible.
2. A dampened scrub brush or clean, dry gong brush can be used to remove dust from erasers.

BULLETIN BOARDS

1. Dust the bulletin board and materials frequently using a soft brush and/or cloth. Avoid tearing or loosening the displayed material.

Care and Cleaning of Walls, Ceilings and Woodwork

2. Some of the newer and better materials used in bulletin boards may be washed. Do not wash unless a tag is attached with the manufacturer's instructions for washing.
3. For the care of trim, follow directions under To dust a chalkboard, Clean rails, and trim.

RADIATORS AND HEAT CONVECTORS

Since radiators and heat convectors are a part of the room structure, the cleaning methods are given in this section.

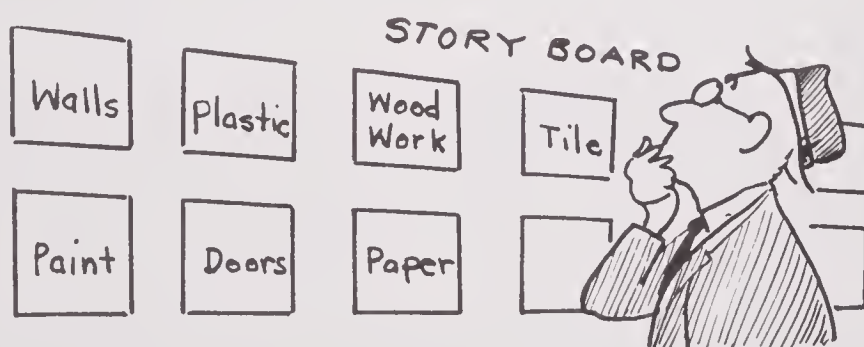
Radiator cleaning must be done regularly to prevent soil and stains from adhering and to avoid soils and stains on the walls behind and above them.

Some good ways to clean a radiator are:

1. Use vacuum cleaner crevice tool to suck up the dust.
2. Lay a dampened newspaper under the radiator and use the vacuum cleaner to blow the dust onto the newspaper OR: Lay a dampened newspaper under the radiator. Brush radiator with a radiator brush.
3. Draw out the newspaper, fold, and put it into wastebasket.
4. Occasionally wipe the entire radiator surface with a damp cloth. A small amount of detergent may be added to the water in which the cloth is dampened. The detergent will usually remove any sticky deposits.

Suggestions

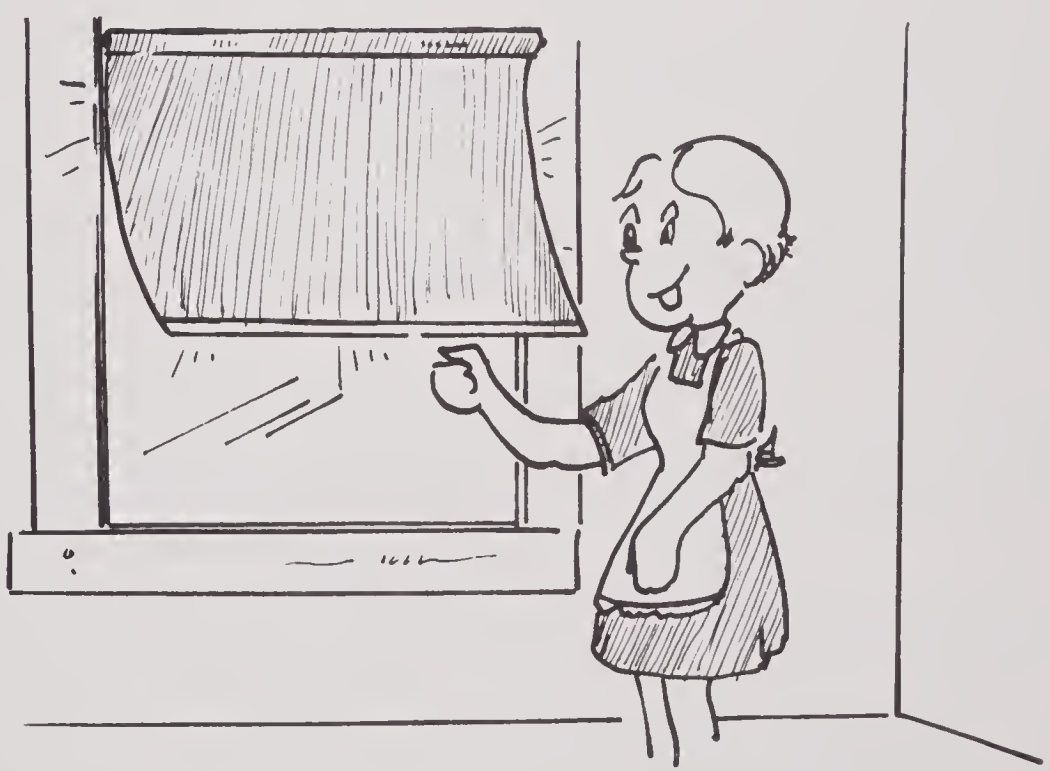
1. Radiator experts say that a radiator should be turned full-on or full-off.
2. The operation of radiators and heat convectors should follow the instructions given by Plant Management.



CHAPTER 6

CARE AND CLEANING OF WINDOW COVERINGS

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CARE AND CLEANING OF WINDOW COVERINGS

A WORD ABOUT WINDOW COVERINGS

Window coverings include: all shades, curtains, draperies, and blinds. The terms "shades" and "blinds" both refer to the well-known opaque roller shade, to venetian blinds, and to bamboo shades.

The Opaque shades come in several grades, a few colors, and in washable and oiled or glazed finishes. The washable shade is the better and if money permits, it is good economy to buy it.

The Venetian blinds come with slats of either wood, enameled metal, or a new plastic. They come in a variety of attractive colors. Choose a venetian blind in the color and material that suits your need. The light weight aluminum blind, enameled in one of several attractive colors, with plastic cords, appears to be the best buy today. Venetian blinds, without other window treatment, are well suited to classrooms. With or without draperies or other treatment, they serve well in offices and many other locations.

Bamboo blinds are informal, attractive, and come in a wide range of beautiful colors. Some may be purchased that roll up and may be used as blinds. Others may be purchased for use as draperies and can be drawn open and/or closed. They are easy to care for.

Curtains are usually made of a somewhat sheer material that does not exclude light and air. They may be made of such a wide variety of materials that the selection is a challenge. Curtains are usually hung in a stationary position and may be double or single tier cafe, tie backs, criss-corss or straight full panels. Curtains may offer little in the way of privacy and shades, blinds, or draperies are usually used with them. The width and length of curtains are important. Skimpy curtains are unattractive.

Length: Curtains usually are one of three lengths: (1) touching the sill, (2) covering the trim below the sill, (3) just clearing the floor. Be sure to allow for expected shrinkage so the curtains will be the right length after laundering.

Fullness: Generally, if twice the width of the rod measurement is used, one will have a nice fullness.

Caution: Any curtain or drapery made of fiberglas should not touch any part of the window sill, the wall, or floor. Rubbing against any surface will break the glass fiber. Fiberglas stretches, so plan to buy these curtains a little short.

Care and Cleaning of Window Coverings

Draperies are made of a heavier type of material than that used for curtains. They may be used for decoration, privacy, and to exclude light. Draperies are usually hung so that they may be opened or closed.

Drapery materials come in a wide variety of colors and fabrics. The purpose and use of the draperies will determine the material you buy. The material should always suit the purpose, the furniture, and the use of the room. In informal rooms, such as dormitories, rough woven cottons, plain or textured corduroys, sheeting, denims, bed ticking, sail or jasje' cloth are attractive. Geometric, floral, modernistic, child-interest designs, or striped patterns may be used. Satin, taffeta, or velvet draperies are out of place in other than formal rooms. A skimpy drapery is never attractive. If you have to economize when buying draperies buy a cheaper material and have plenty of width and length.

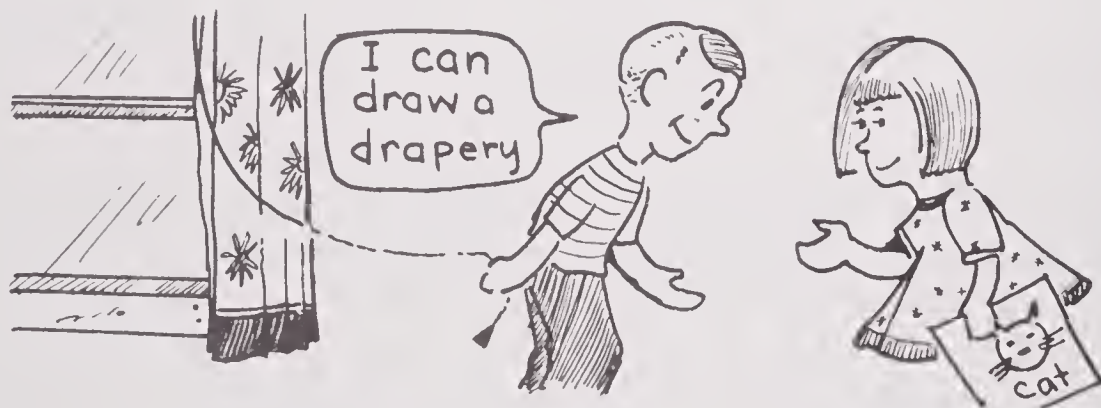
Length: There are two accepted lengths for draperies: (1) to the sill, (2) just clearing the floor.

Width: Twice the length of the rod usually makes a good fullness. Remember that you may want the drapery only at the side as a decoration; or you may want the drapery to extend the full width of the rod. Know what you want.

Lining: Lining improves the appearance, gives body, and protects good frapery from sunlight. With the changes in decorating styles, some interior decorators say that unlined draperies are to be preferred since they give privacy yet do not exclude all light.

DAILY CARE IN HANDLING

Whatever the window covering, daily care in handling is of first importance. Nothing detracts more from a room than ill hanging draperies, curtains or shades. Touch a covering only when absolutely necessary. Study all window coverings and know how they operate. Most of the trouble in handling comes about because the operation is not understood. Some window coverings are not meant to open and close and these are shifted only when taken down for cleaning.



Care and Cleaning of Window Coverings

Traverse Rods

1. Grasp one cord in each hand (yes-use both hands) pull cord firmly but slowly.
2. If the drapery sticks, there is a reason. Stop pulling and find the trouble. Get a stool or ladder and look at the place where the drapery has stopped. A glide (or shoe) may be turned wrong or the cord may be locked. Jiggle the glide and cord a little and place the glide firmly in position.
3. Again try pulling the cords. If you still have trouble, call on someone who knows how to hang draperies on traverse rods. Remember that you need to know how to operate traverse rods and they are no puzzle when once you understand the mechanism.

Never open draperies that are hung on traverse rods by pulling the drapery. This practice never fails to get the mechanism out of adjustment. Cords are supplied for adjusting the draperies.

Jiffy Rods

1. If draw tabs or cords are attached, grasp the tab firmly and move the drapery or curtain quickly. Do not jerk.
2. If no draw tabs or cords are attached, grasp the curtain about half way up and move quickly. Do not jerk.

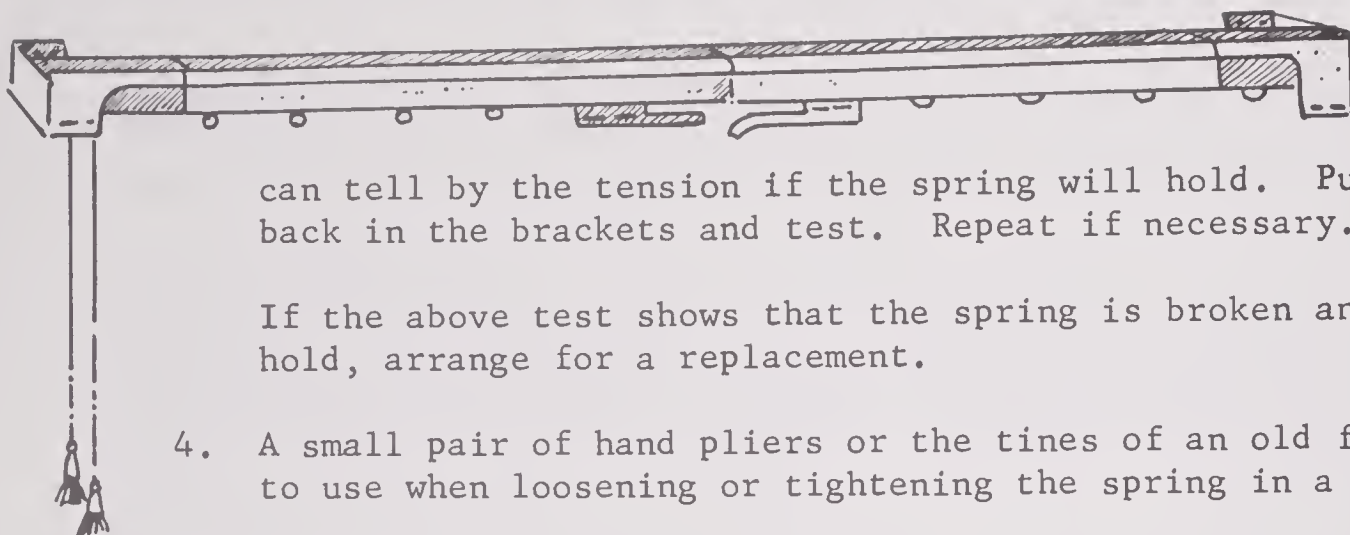
Waxing the groove in jiffy rods will help the insets to move smoothly. Use only a solvent paste wax.

Roller Shades

1. Raise and lower shades by attached rings or cords. Be careful not to pull the shade down too far or to let it fly up too quickly.
2. If a shade does not roll evenly, check to see if it is placed on the roller evenly from one side to the other, or if a fold is caught on an outer edge.
3. If a shade will not go up or down, it may be that the spring is broken or unwound.

Remove the roller from the brackets, roll the shade up by hand. Test the spring and, if loose, rewind from the flat end. You

Care and Cleaning of Window Coverings



can tell by the tension if the spring will hold. Put the shade back in the brackets and test. Repeat if necessary.

If the above test shows that the spring is broken and will not hold, arrange for a replacement.

4. A small pair of hand pliers or the tines of an old fork are good to use when loosening or tightening the spring in a shade.

Venetian Blinds

1. Be certain that operation of the cords is understood and do not pull cords unless they operate easily.
2. Before making any adjustments in a venetian blind, have all of the slats in an exact straight position.
3. Do not try to raise a blind until the slats are open in a horizontal position, then pull the cord to raise the blind and adjust the slats.
4. Do not try to hang or remove a blind from the wall as it hangs down over the window. To remove a blind: open it, raise it to the full closed height, and pull the end locks out.
5. To hang a venetian blind, have blind in maximum closed position. Push end locks securely in place.

Bamboo Shades

1. If the shades roll, follow directions under Roller Shades.
2. If the shades are on traverse rods, follow directions under Traverse Rods.
3. If the shades are on rings, grasp the curtain as far up as one can comfortably reach and move quickly. Do not jerk.

TO CLEAN WINDOW COVERINGS

Always use a step stool or ladder when cleaning window coverings above easy reach.

Nonwashable Shades

1. Dust frequently with the vacuum cleaner attachment or a clean, soft cloth.

Care and Cleaning of Window Coverings

2. Remove spots with an art gum eraser or a dough-like commercial cleaner.



Washable Shades

1. Follow steps 1 and 2 under Cleaning Nonwashable Shades, p. 90.
2. If you know that shades are washable and washing is needed, lay shades straight on a smooth surface. Wash a small area at a time with a damp cloth wrung nearly dry from a weak detergent solution. Use a circular motion. Overlap each area. Wipe each area dry. Wash on both sides. Hang open to completely dry before re-rolling.

Bamboo Shades

1. Follow steps 1 and 2 under Nonwashable Shades, p. 90
2. Wipe occasionally with a damp cloth. The moisture will help to preserve the bamboo and keep it from splitting and breaking. Do not use excess water. The use of excess water may cause the colors to run or fade.

Venetian Blinds

1. In dry dusting, use a vacuum cleaner with soft brush attachment or a soft cloth. Lower blinds to full open length; close slats; dust all of the flat surfaces; pull the cord to reverse the slats and dust the other flat surface.
2. Another method of dry dusting is with an open-end venetian blind brush or mittens made of cotton flannel. Lower blinds to full open length; adjust slats to a maximum open position; start at top of blind and wipe top and underside of each slat.
3. When it is necessary to wash blinds, use a soft, clean cloth wrung from a mild detergent solution. Clean and dry one slat at a time. Plastic tapes may be wiped off at the same time.
4. Soiled cords and cotton tapes may be cleaned with a rich detergent suds and should be dry before handling.
5. To replace a venetian blind cord, tape the new one to the end of the old one. The new cord can be pulled through holes and over pulleys as the old one is removed.

Care and Cleaning of Window Coverings

Venetian blinds should not be taken down and dunked in water or sprayed with a hose because it shortens the life of the blind, tapes, and mechanism.

Draperies and Curtains

1. Draperies and curtains need to be dusted often so that they do not build up an accumulation of dirt. The drapery attachment on the cleaner is good to use in cleaning draperies since it keeps the dust from being scattered over the room. If draperies or curtains are hung on the line to air, they should be hung carefully so that they will not pull out of shape or be torn by their own weight.
2. Some draperies may be freshened by removing dust by the dryer. Put the draperies in the dryer and run it at cold or low heat. Fiberglas draperies should not be cleaned this way.
3. If curtains or unlined draperies are washable, they will need special care according to the fabric. Don't wash draperies unless you know that the fabric is washable. If you do not know that they are washable, it is safer to have them dry cleaned.

Cotton: Let soak in cold water ten minutes to remove loose dirt. Some cotton curtains and draperies may be washed in the automatic washer. If there is any question, it is better to wash them by hand in a rich detergent suds, rinse well. Sheer curtains may need a light starching. Use curtain stretchers or hang evenly over the line. If curtains are to be ironed, care should be taken so that they will not be ironed out of shape.

Rayon: Let soak in cold water ten minutes to remove loose dirt. Wash by hand by squeezing through rich detergent suds. Do not let them stand in the suds but rinse immediately. Handle with care as the strength of the fabric is reduced while wet. Use curtain stretchers or hang evenly over the line with a rust-proof rod in both the upper and lower hems. Press with a steam iron at the same temperature as for cotton, if you are sure the material is rayon and not acetate.

Nylon: Nylon is weakened by sunlight so it is not too satisfactory for curtains. Some nylon fabrics can be safely washed in the automatic washer but they must not be washed with other clothes, as they have a tendency to pick up other dyes. Nylon must be thoroughly rinsed. Some nylons do not need ironing, but others may be pressed with a slightly warm iron.

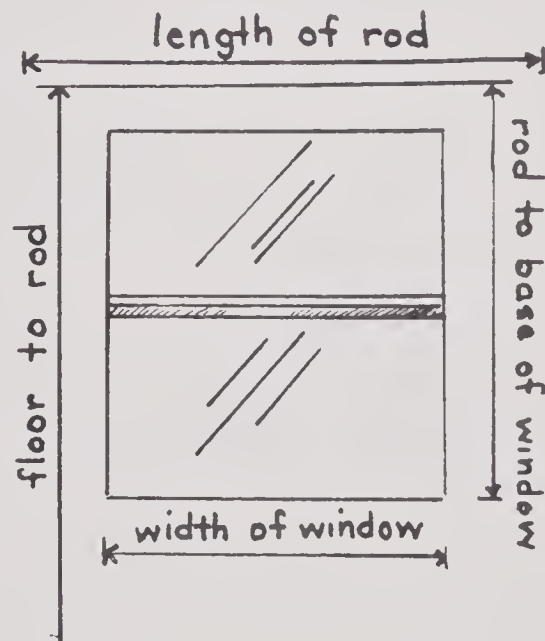
Care and Cleaning of Window Coverings

Fiberglas: Wash carefully by hand, lifting up, down, and out of a detergent solution. Never rub, scrub, wring, or twist. Rinse twice in plenty of hot water. Hang immediately on rust-proof rods to dry. Straighten the edges carefully and pull gently until they hang evenly. Fiberglas should be hung so that it does not come in contact with rough surfaces as it breaks easily. Curtains of fiberglas are never ironed or dry cleaned.

4. Professional cleaning is recommended for lined and heavy draperies. Fiberglas materials must never be dry cleaned.
5. Dry cleaning will remove fireproofing treatment from any curtains or draperies.

Plastic Curtains

1. Keep dusted by dry dusting method.
2. Occasionally wipe with a damp cloth to remove soil.
3. To wash: dunk in a bathtub or tub of warm detergent water, swish around to clean, and rinse with warm water. Do not wring. Hang to dry. Never iron.



CHAPTER 7

CARE AND CLEANING OF GLASS

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CARE AND CLEANING OF GLASS

GENERAL SUGGESTIONS FOR WASHING GLASS

Warm water and a weak detergent make a handy and easy preparation for washing glass. Use only enough detergent to make the water feel "slick." If a weak solution is used and glass is dried quickly, rinsing is not required.

Vinegar and water in the proportion of one-half cup vinegar to a gallon of warm water make a good solution for cleaning glass and is especially good for removing mineral deposits.

There are many good commercial liquid sprays. These are always used according to the directions. Some sprays are labeled "POISON." Do not use in educational facilities.

Generally, avoid the use of powdered or paste glass-cleaning preparations as they are hard to remove.

If windows are wiped dry with firm strokes of a rubber squeegee, cloth, or sponge, you will save polishing and avoid lint.

Stiff paper will sometimes cut and scratch glass. Crumple any paper before using on glass surfaces.

WINDOWS

1. Always clean the sills, frames, and screens before cleaning the windows.
2. In washing windows low enough to reach, it is timesaving for two people to work together; one on each side of the window and working the same area, one person wiping horizontally; the other with vertical strokes. Thus, workers will see and can remove streaks as they go along and there is generally no need for going back over the window as often happens when one person works alone. If one person has to work alone, do the inside first and then the outside.
3. Do completely one window at a time; if windows are in rows it is best to finish one row before moving to the next one.
4. Always use as little solution of any kind as possible. "Rundown" of solution has to be cleaned from sills and frames and this means extra work.
5. Keep sponges and/or cloths as dry as possible. If a squeegee is used, dry it between strokes on the damp sponge or cloth.

Care and Cleaning of Glass

Cautions

1. Students do not clean high windows where special equipment such as ladders or scaffolds are required.
2. Do not wash windows in strong sunlight. The cleaning solution will dry fast and leave streaks on the glass.
3. Avoid spraying water on windows when watering shrubs, flowers, and lawns. The water may cause mineral streaking and when the build-up is considerable, it cannot be removed.
4. Use a ladder when washing windows above easy reach. Remember safety cautions.

MIRRORS

Wipe mirror with damp cloth wrung out of solution. Polish with paper towels or clean lintless cloth. Be sure water does not seep under frames. Wipe frames with dry cloth.

To spot clean: Dip fingers in water; flick small amount of water on mirror. Rub dry with soft crumpled paper towel or clean cloth. (This is not a good method to teach students. They have fun "flicking water" and may practice is unnecessarily.)

PICTURE GLASS

Follow methods under Mirrors (above) but do not take a chance on "spot cleaning." Be sure no solution is allowed to seep under frame. Wipe wood frame with dry cloth. If frame is metal, follow directions under Metals. (See Contents)

GLASS DESK TOPS

Follow directions under Mirrors (above). Before washing desk glass, remove all materials from desk. Keep solution off desk and avoid letting solution seep under glass.

Occasionally the glass will have to be removed from the desk, the top of the desk cleaned with a damp cloth and rubbed dry. When the glass is removed from the desk, it should be washed and dried on both sides and reversed on the desk to equalize wear. Handle the glass with care. Don't attempt to turn the glass alone. Ask someone to help you.

LIGHT BULBS

Have light turned off. Never attempt to wash a light bulb when it is hot - it may burst and injure you.

Unscrew the bulb. Hold it by the base and wipe with damp cloth wrung from mild detergent water. Dry.



LIGHT GLOBES

Be sure light is turned off and globe is cool. Remove globe and wash in a sink of warm, mild detergent water. Rinse in warm clean water. Dry.

TO CLEAN UP BROKEN GLASS

Pick up large pieces of glass; wrap in newspaper. Dampen a newspaper or paper towel and blot up fine pieces.

Go over area with dampened absorbent cotton or dampened hand or toilet tissue to make certain of removal of all small pieces and slivers.

Wrap all in several thicknesses of newspaper for disposal.

CHAPTER 8

FLOOR CARE

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FLOOR CARE



Floor care is always of high importance in housekeeping. Floors are expensive to install or repair and they get more wear than any other part of the building.

All floors and floor coverings do not receive the same care. In order to care for floors properly, one must know the kind of floor or covering and use the correct method of care.

If we motivate student appreciation of nice floors, they will be interested in trying to keep floors clean and attractive at all times. This may be done by a tour of different buildings and observing different floors and care; by studying pictures in magazines of attractive floors or by use of many other techniques.

SOME WAYS TO HAVE SAFE FLOORS

Keep the Floor Dry. Tracked or blown in rain and snow, spilled liquids, foods and grease are hazards on any floor. Wipe them up quickly. Use mats at the doors.

Pick Up Loose Rubbish. Remove any rubbish immediately. Hairpins, rubber bands, paper clips, crayolas, chalk, and similar trash make walking hazardous. Even a piece of paper can be dangerous underfoot.

Use a Dry Dust Mop. Never use an oiled mop. Oil softens wax and makes it smeary. Smears may cause falls.

Always Rinse Floors Thoroughly Before Applying Wax. Traces of detergent or soap left on floors will blend with the wax and cause slip hazards.

Use a Non-Slip Device Under Small Rugs. A rubber pad is excellent; a piece of rubber sheeting can be used.

Use the Correct Wax. Water emulsion wax is the only wax to use on asphalt, rubber, and vinyl tile. Solvent waxes will ultimately dissolve the finish and cause stumble hazards.

Follow Directions When Using Wax. Apply thin coats of wax to clean floors. Buff thoroughly. Buff often.

Use No Wax On Certain Floors. Do not wax ceramic tile floors.

Use Only Slip-Resistant Wax On Certain Floors. If quarry terrazzo tile floors are waxed, use only a slip-resistant wax. Waxing is generally not recommended.

Do Not Wax Gymnasium Floors.



SPECIAL TIPS FOR FLOOR CARE

TO PREVENT	DO
1. Student mistreatment of floors.	Guide. Teach. Reteach. Show. Tour. See different buildings and floors. Study attractive floors. Interest is there; think of ways to arouse it.
2. Tracked-in soil, such as mud, snow, water, sand, and gravel.	Have walks, steps, foot scrapers, and overshoe racks placed where they are needed. See that the use is practiced by all. All employees cooperate in teaching children to clean their feet prior to entering the building. Try the motto, "Good floor care begins outside the building."
3. Blow soil, such as water, sand or dust that may come in through open doors, windows, or cracks.	Close doors and windows during a rain or duststorm and have the same precaution taken by the last person leaving a room or building at the close of the day. Request Plant Management to caulk all cracks and weatherstrip doors and windows.
4. Spillage drying or being tracked and spread on the floor.	Wipe up all spills immediately. For example, have damp cloths or damp mop ready for use in the dining room where accidents are most likely to occur.
5. Indentations and marks caused by heavy furniture.	Protect floors by using furniture glides or cups. Don't move furniture unnecessarily. For example, a bed does not have to be moved or shifted every time it is made up.

TO PREVENT

DO

6. The spread of loose soil.

Remove immediately by spot work, using dust pan and counter brush or hearth broom.

7. Accumulation of loose trash, such as the children may discard on washroom floor, in bedroom, activity room, or in any location.

Always have ample receptacles handy. Cooperate in teaching children to deposit litter in receptacles and in keeping the habitation neat. Think of ways to motivate pride in neat and attractive surroundings.

8. Discoloration of floors that is generally a result of a buildup of wax and dirt.

Clean, rinse, and dry floors thoroughly before waxing. Use a razor-thin coat of wax. Buff thoroughly and often. After a time all floors have to be stripped to remove accumulated soil and old wax. This is a job for Plant Management.



9. Softening, crazing, cracking, breaking, weakening of surface of tiles such as rubber, asphalt, and vinyl.

Use only water-emulsion waxes. Use no solvent, oily mops, or sweeping compounds. If damage has gone too far, there isn't much that can be done to remedy the mistakes other than to have certain tiles replaced.

10. Tile loosening, perhaps raising at corners, such as asphalt, rubber and vinyl, or bubbles in linoleum.

Avoid excessive use of water and detergents. Use proper methods of cleaning, rinsing, and drying. Let no water stand on floor. See that tile is properly adhered to floor. Ask Plant Management to check.

Floor Care

TO PREVENT	DO
11. Wax stains on baseboards or walls; wax buildup near baseboards.	Wax to only within 6" to 8" of the wall. Buffer will carry wax to this area. If walls or baseboards become spattered during waxing, wipe wax off immediately using clean, damp cloth and detergent solution. Rinse with damp cloth wrung from clear water.
12. Loosening of ceramic, terrazo, and quarry tile.	Avoid excessive use of water. Don't let water stand on floor. These tiles are held together with grout or matrix. Excessive water will eventually penetrate and dissolve the grout.
13. Splinters on wood floors.	Use proper cleaning methods. Avoid excessive use of water. Old floors will eventually require refinishing.
14. White streaks on waxed and polished wood floors.	Stay with one type of wax. On wood floors you can use either solvent or water-emulsion wax. The alternate use of different types of waxes causes white streaks.
15. Worn spots on any floor.	Use care in moving polisher. Keep it moving or turned off. Don't bear down on the machine. Traffic generally follows definite paths. Wax and buff often where traffic is heavy. Buff often between waxings.



DAILY DRY DUSTING OR SWEEP MOPPING OF FLOORS

For daily dry dusting of any floor, General Services Administration, Buildings Management Division, Washington, D. C. recommends the use of a rectangular yarn mop and a mop-treating compound. This method of dusting is called "Sweep Mopping." In the Federal Stock Catalog, the yarn mop is sometimes referred to as "Broom, yarn."

CAUTION: The mop-treating compound must be used sparingly. Do not use an oil emulsion compound.



Steps in Sweep Mopping

1. Select a rectangular yarn mop of the appropriate width. An 18" mop is recommended for use in offices and classrooms; a 36" mop for large, open areas such as corridors and auditoriums.
2. Squirt or sprinkle the mop with a small amount of mop-treating compound. On new mops it is well to treat the mop the day before.
3. Push the mop ahead of you in one long sweep across the room or corridor. When the length of the area is covered, turn around and mop another length, letting the edge of the mop barely overlap the edge of the first mopping. Lift the mop from the floor only when turning around.
4. Have handy a long-handled dust pan and a dust brush. A toy, or hearth broom, because of the long handle, is very convenient. As trash and dust accumulate, sweep it into the dust pan.
5. As needed, brush lint and soil from mop into dust pan.
6. Brush and clean mop of lint and soil before returning it to storage. The mops may be washed as needed.

GENERAL CARE OF FLOORS

Daily Care

1. Wipe up spilled material immediately before it has time to dry on the floor and be walked on and spread.
2. Remove all loose soil with a dry dust mop or the soft brush or barefloor attachment of the vacuum cleaner. The vacuum cleaner is the better method, but the cleaner is often inconvenient to use.

Floor Care

3. Occasionally wipe floor with a damp mop wrung from clear water.
NOTE: On wood floors, 1/2 cup vinegar per gallon may be added to the clear water. The vinegar will help to prevent streaking.
4. Remove spots and stains as soon as possible. See section, To Remove Spots and Stains from Floors.
5. Frequent buffing will lessen the need for damp mopping and cleaning. Too frequently floors are re-waxed when all that is needed is a good machine buffing.



Damp Mopping or Cleaning

1. Remove loose soil and stains as directed under items 2 and 3 under Daily Care, above.
2. Prepare two pails of warm, clean water. Have the pails only about 2/3 full; if the pails are too full the water may splash on the floor. To one pail, add some mild detergent. Do not have a suds. The water needs only to have a "slick" feeling when tested with the fingers. Do not use strong detergents or cleaners. Add nothing to the water in the second pail. Have two clean mops.
3. Dip a clean mop in the detergent-water solution and wring the mop to "damp." (Learn the difference between a "damp" mop and a "wet" mop.)
4. Mop a small area, small enough that the solution may be completely removed before it dries.
5. Wring the second mop to damp stage from the clean water. Go over the small mopped area. This is called "rinsing."
6. A properly mopped and rinsed floor will have no visible water. If the floor looks damp or wet, go over it with a clean, dry mop. The floor must be completely dry before it is waxed.
7. Wax and polish the floor. See directions under Waxing and Polishing.

Occasional Cleaning to Remove Wax and Dirt

This is a job for custodial employees.

1. Apply wax-stripping solution to small area with mop or scrubbing machine.

2. Immediately pick up dirty solution with mop or floor machine pickup.
3. Rinse scrubbed area with clean, damp mop wrung from clear water.
4. Let floor dry. Wax. Polish.

Waxing and Polishing

1. Be sure floor is thoroughly clean and dry.
2. Pour wax into a bucket or pan and apply a "razor-thin" coat to the floor, using a lamb's wool applicator, a clean damp mop, or a damp cloth folded into a mop head. The unused water-emulsion wax must not be poured back into the wax can; to do so may cause the entire can of wax to spoil.
3. Spread any wax thinly and evenly to within 6" to 8" of the baseboards. The polisher will carry the wax to this area. Remember that heavy waxing will result in dirt and wax build-up that will cause additional hard work to remove.
4. Allow any wax to dry thoroughly before polishing.
5. Polish well. On a properly waxed and polished floor, footprints will not show. If a high sheen is desired, follow the polishing with a second thin coat of wax. Two thin coats of wax are good; even a third coat may be applied.
6. Re-waxing will depend upon the traffic.

Cautions

1. Do not wax ceramic tile floors. If terrazo and quarry tile are waxed, use only a good slip-resistant wax.
2. Do not wax gymnasium or dance floors.
3. Do not use solvent waxes on rubber, asphalt, vinyl, or cork tile floors. Use only water-emulsion waxes on these floors. Remember that solvent wax may be either a paste or liquid.
4. Polish all waxes. Even a self-polishing wax provides a more attractive finish when polished.

Floor Care

CARE OF SPECIAL TYPES OF FLOORS

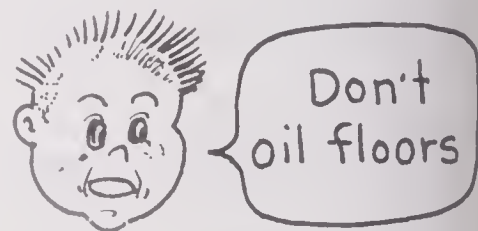
Asphalt, Vinyl, Rubber, and Cork Tile

Do

1. Follow all directions under General Care of Floors. This includes Daily Care, Damp Mopping, Waxing and Polishing.
2. Avoid excess water. Wipe up spilled water and other substances immediately.
3. Use a water-emulsion type floor wax only. (Federal Stores Stock Catalog usually lists two types of water-emulsion type waxes: 12% solids and 16% solids. The 16% solids is the better wax. Don't add water to the wax.)
4. Remove spots and stains immediately according to section, To Remove Spots and Stains from Floors.
5. Dust with a clean dust mop or the vacuum cleaner. Even a fine-hair push broom may scratch the surface.

Don't

1. Use oil in any form on these floors.
2. Sweep with a stiff-bristled brush or broom.
3. Use solvent waxes of any kind. (Do remember that all solvent waxes are not in a paste form. Some solvent waxes are liquid.)
4. Use harsh cleaners or abrasives.



Note: Vinyl has a hard finish and some manufacturers state it does not require waxing. However, a good finish of water-emulsion wax will provide a protective coating and enhance the appearance of the tile. Polish well.

Linoleum

1. Follow all suggestions under General Care of Floors. This includes Daily Care, Damp Mopping, Waxing and Polishing.
2. Either water-wax or the solvent type may be used on linoleum.
3. Because linoleum is soon ruined by alkalies, never use a strong soap in cleaning.

4. Avoid excessive use of water.
5. For removal of spots and stains, see section, To Remove Spots and Stains from Floors.

Wood

1. Follow all suggestions under General Care of Floors. This includes Daily Care, Damp Mopping, Waxing and Polishing.
2. In wiping up floors and/or in the final rinse water, the addition of 1/2 cup of vinegar to each gallon of water will aid in preventing streaks on wood floors.
3. Either a solvent or water-emulsion type wax may be used on wood floors. Do use one type of wax only. The alternate use of a water-emulsion of solvent-type wax will cause white streaks on wood.
4. Avoid excessive use of water.
5. Remove spots and stains immediately, according to section, To Remove Spots and Stains from Floors.

CAUTIONS

1. Never use wax, dance wax, or corn meal on a gymnasium floor.
2. Avoid the use of any oil in any form.
3. Be sure wood floors are properly sealed. See Plant Management for this service.

Ceramic, Quarry, and Terrazo Tile

These floors are easy to keep clean but must be cleaned often to prevent a build-up of dirt between the tiles. The tiles are held together with grout; excess water or strong cleaners will eventually dissolve it.

1. Follow directions under "Daily Care" and for "Cleaning," General Care of Floors.

CAUTIONS

Ceramic Tile: DO NOT WAX.

Floor Care

Quarry Tile and Terrazo: Wax generally not recommended. May use only light application of any good slip-resistant wax. Make sure floor is thoroughly clean before applying wax. Buff thoroughly.

2. Dust with a clean dust mop. Avoid the use of bristle brushes or brooms; these will scratch the surface.
3. Buff floors after they have been swept and/or mopped to preserve sheen and to remove traffic marks.
4. In the mop water, use a mild detergent only.
5. Use no oil in any form. Also use no sweeping compound.
6. Do not use steel wool in cleaning since particles may remain in the concrete grouting surrounding the tile and cause rust stains.
7. These floors will chip. Take care that heavy objects are not dropped on them, or heavy machines wheeled or pulled over the floor.
8. Remove spots and stains according to directions under section, To Remove Spots and Stains from Floors.

Suggestions: For a quick method of cleaning floors of this type, see Care and Cleaning of Washrooms and the use of an all-purpose compound.

Concrete

Sealed or painted

Daily Care:

1. Sweep with soft bristle broom, sweep mop, or vacuum cleaner.
2. May be damp mopped.
3. Dry buff floors often to maintain appearance.

Cleaning:

1. Sweep floor thoroughly before cleaning. Use any good cleaner. Apply to small area. Scrub with machine.
2. Remove hard-to-clean spots with small amount of cleaning powder. Rinse with clear water. Let dry.



3. Periodically or when conditions demand, the entire floor may be scrubbed.

Waxing:

If waxing is desired, use a slip-resistant wax.

Unsealed Concrete

Cleaning:

1. May sweep with corn fiber broom or brush.
2. Remove grease and other spots using a scouring powder.
3. Scrub with a detergent solution using a scrub brush or the scrubbing machine.
4. Rinse the floor thoroughly with a mop and clean water so that there is no soap film left on the floor. May use wire brush for hard-to-remove spots.
5. Do not wax.

Suggestions

1. Remove grease and stains before they have time to sink into the concrete.
2. For a hard finish, concrete floors may be sealed. This must be done before the floors are painted.

TO REMOVE SPOTS AND STAINS FROM FLOORS

Caution: The directions for use of steel wool and waxing do not apply to Ceramic, Quarry, and Terrazo tile. All other directions may be followed in removing spots and stains from these floors.

Floor Care

STAINS	FOLLOW STEPS IN ORDER GIVEN
Chewing gum, candle wax, grease, and tar.	<ol style="list-style-type: none">1. If dry, remove with putty knife. If not dry, rub with ice, remove with putty knife.2. If above method does not completely remove, dust with household cleanser. Rub gently. Rinse. Wax when dry.3. If above methods are not fully satisfactory, rub gently with fine steel wool #00 to #0 dipped in mild detergent. Rinse. Wax when dry.
Marks from rubber or composition shoe soles, shoe polish.	<ol style="list-style-type: none">1. Rub gently with cloth moistened with water-emulsion wax. (Solvent wax may be used sparingly.)2. If above method does not remove, dust with household cleanser. Rub gently with damp cloth. Rinse. May use a soap pad if care is taken not to rub too hard.3. If above methods fail to remove, rub gently with steel wool size #00 to #0 dipped in mild detergent. Rinse. Dry. Wax.
Coffee, fruit juice, iodine, mercurochrome, ink, mustard, catsup, etc.	<ol style="list-style-type: none">1. If freshly spilled, take up immediately with blotting action using hand or toilet tissue, paper towels or absorbent cloth. Wash with cloth dipped in mild detergent. Rinse. Dry. Wax.2. If above method does not remove, dust with mild household cleanser. Rub with fine steel wool. Rinse. Dry. Wax.3. If above methods do not remove, rub with fine steel wool size #00 to #0 dipped in mild detergent. Rinse. Dry. Wax.

STAINS

FOLLOW STEPS IN ORDER GIVEN

Cigarette burns, rust, mildew, blood, dye, grass stain.

1. Rub with fine steel wool size #00 to #0, dipped in mild detergent. Rinse. Dry. Wax.
 2. If above method fails to remove, dust with mild household cleanser. Rub with fine steel wool dipped in mild detergent. Rinse. Dry. Wax.
-

Paint, varnish, nail polish, vacquer, solvents, cleaning fluids.

1. If freshly spilled, take up immediately with blotting action using hand or toilet tissue, paper towels, or absorbent cloth.
 2. Wash with cloth dipped in mild detergent. Rinse. Dry. Wax.
 3. If dry, remove excess with putty knife.
 4. Dust with mild household cleanser. Rub with steel wool #00 to #0 dipped in mild detergent. Rinse. Dry. Wax.
 5. If methods above fail, rub with steel wool size #00 to #0 dipped in mild detergent, rinse. Wax when dry.
-

Streaking of floors.

NOTE: This is usually caused by the use of too much wax or by using different types of waxes on wood floors or poor rinsing of any floor.

Clean off all old wax by washing with mild detergent solution or non-inflammable commercial wax remover following manufacturer's directions. Rinse floor with solution of 1/2 cup vinegar to a gallon of water. Rewax.

CHAPTER 9

CARE AND CLEANING OF RUGS

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CARE AND CLEANING OF RUGS

SPECIAL TIPS ON RUG CARE

1. Use large composition furniture cups under legs of heavy furniture not frequently moved to prevent the legs cutting the rug.
2. Lift furniture; don't drag it over the rug.
3. It is not necessary to move heavy furniture for everyday cleaning.
4. Do change the arrangement of a room occasionally so that heavy pieces of furniture do not always rest on the same spot.
5. Remove spots and stains immediately. Quick action often prevents permanent damage to carpeting.
6. A rug pad or cushion will prolong the life of a rug. The pad should be about 1/2" shorter than the rug on all sides.
7. Rugs will wear more evenly if they are turned in the room occasionally. For example, the end that may be near the door will receive far more wear than the section at the far end of the room.
8. Have mats at doorways to prevent loose soil being carried to the rug.
9. Throw rugs may be used on carpeting where excess wear is likely to occur.
10. Never beat a rug to clean it - beating may break the backing.
11. Where there is snow, Navajo rugs may be given a quick clean up by placing them on a flat surface such as a porch or outside table, covering the rug with light dry snow and removing the snow quickly with a brush. Reverse the rug and treat the opposite side.

REGULAR CLEANING

1. Sweep with the carpet sweeper or clean with the vacuum cleaner several times a week. In rooms where there is much use and traffic it may be necessary to sweep daily.
2. Use the carpet sweeper for a light pick up of surface soil. Remember that the carpet sweeper does not remove imbedded grit and sand that may cut the fibers and cause the rug to wear in spots.
3. Thorough vacuuming is important in removing surface and imbedded soil. This means that each section of the rug is given several forward and back strokes. The last time over the section, move the attachment in the direction that will lay the nap of the rug most evenly.

Care and Cleaning of Rugs

4. Periodically, rugs may need to be cleaned by shampooing or the powder method. There are many powders on the market, but they must be used according to the direction of manufacturers.

To Shampoo a Rug

1. Move the furniture off the rug. It must be left off until the rug is completely dry.
2. Vacuum the rug thoroughly.
3. Remove spots before shampooing in order to have an even appearance of the rug after shampooing.
4. Use a commercial product according to directions or make a rich detergent solution by whipping $1\frac{1}{2}$ cups of mild detergent in a gallon of boiling water. Cool. Apply the suds to a small area of the rug.
5. Lift the suds with a brush or sponge and quickly go over a small area. Have a cloth that has been wrung out of clean cold water and immediately wipe off the suds. Work rapidly to keep the rug backing from getting wet.
6. Let the rug dry thoroughly before moving the furniture back or walking on it.
7. It is advisable to have rugs cleaned professionally from time to time.

SMALL THROW RUGS - WOOL OR NONWASHABLE

1. Clean with a brush, carpet sweeper or vacuum cleaner.
2. Take care of problem spots as soon as possible according to instructions under stain removal.
3. If the rug is heavily soiled, it may be cleaned by the shampoo or powder method as described under care of rugs.
4. If small rugs are to be stored, they should be thoroughly cleaned and treated with moth spray or crystals and then wrapped and stored in a cool place.
5. Do not shake small rugs as it breaks the backing. Use rubber mats or sew on skid-proof backing to prevent rugs from skidding.



Care and Cleaning of Rugs


COTTON THROW RUGS - WASHABLE

1. To keep the colors clear, wash frequently. Small rugs under 5 lbs. may be washed in home washer and then dried on a flat surface; not on a line. If rug weighs more than 5 lbs., don't try to machine wash.
2. In putting rugs in an automatic washing machine, be sure that the washer is balanced.

TO REMOVE SPOTS AND STAINS FROM RUGS AND CARPETS

STAINS	FOLLOW DIRECTIONS IN ORDER GIVEN
Oily and Creamy Substances	Use absorbent powder cleaner or follow directions under MILK.
Sugar and Starch	Wipe spot repeatedly with cloth or sponge wrung out of clean water. Blot up all excess water.
Milk	Sponge repeatedly with detergent solution, then with clear water. Blot carefully.
Acid Substances (Fruit Juices, etc.)	Blot up liquid as soon as possible with damp cloth; sponge several times with clear water. If spot remains, sponge lightly with solution of 1 tablespoon baking soda in quart of water to neutralize. Sponge again with cloth wrung out of clear water. Blot.
Blood Stains	Sponge with cold water. If spot remains, use small amount of detergent and water; follow with clear water. Blot.
Nail Enamel	Quickly blot up as much as possible, taking care not to spread the spot. Nail polish remover may remove the spot. Apply small quantity of polish remover to small area, than blot up excess. <u>Do not use on rayon or rayon-wool blends</u> - it will dissolve the fibers. For rugs containing rayon, consult professional rug cleaner.

Care and Cleaning of Rugs

STAIN	FOLLOW THESE DIRECTIONS
Pet Spots	 Sponge urine spot thoroughly with clear water and blot quickly. Go over spot with detergent solution, then wipe off with cloth dampened with clear water, blotting up excess. If spot has dried, saturate with solution of 1/3 cup of white vinegar to a cup of warm water and let stand for a few minutes. Blot and repeat treatment until discoloration disappears. Then dry carpet as quickly as possible.
Ink	<u>Washable</u> : Blot up immediately. Use damp cloth. <u>Ballpoint</u> : Blot up immediately. <u>Permanent</u> : Consult professional cleaner.
Rust	Try clear water treatment. If unsuccessful, consult professional cleaner.
Cigarette Burn	If burn chars only surface of rug, use sharp shears to snip away blackened ends of tufts. Sponge with detergent solution, then clear water. For severely burned spot, consult professional carpet repair service.
Wax	If wax has dried, use stiff bristle brush to remove solid matter. Rub with warm soapy water or foam-type rug cleaner. Spots from self-polishing floor wax and cream-type waxes should be cleaned with warm water and detergent. If necessary, follow with foam-type cleaner.
Vomit	Scrape up solid materials. Sponge with clear water and blot up liquid. Follow with neutralizing treatment under <u>Acid Substances</u> .

STAIN

FOLLOW THESE DIRECTIONS

Chewing Gum

If dry, pull off carefully with fingernail or dull knife.

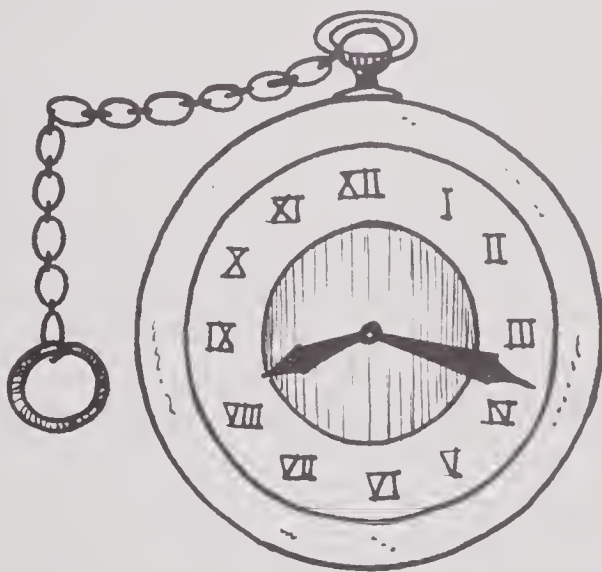
If gum is soft, wrap an ice cube in a cloth and hold on spot until gum is firm and can be picked off.

Clean the spot with damp cloth wrung from mild detergent solution. Don't rub. Dry.

Unknown



If fresh, absorb all liquid possible with clean, slightly damp cloth. Scrape off solid material carefully with spatula or spoon and pick up with cloth. Sponge with cloth wrung out of clear water. If spot remains after drying, use solution of detergent and water, followed by sponging with cloth dampened with clear water. If possible, raise rug to let back dry. Electric fan or hair dryer will help.



Fast time
is
Important
in
Removing
stains!

CHAPTER 10

CARE AND CLEANING OF FURNITURE AND ACCESSORIES

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CARE AND CLEANING OF FURNITURE AND ACCESSORIES - Cont.

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CARE AND CLEANING OF FURNITURE AND ACCESSORIES

THE IMPORTANCE OF FURNITURE AND ACCESSORY CARE

We all want nice and attractive things. In furniture and accessories, as in all equipment, good care extends the life and adds to the attractiveness. This means that employees and students alike need to know how to care for the things where they live, play, or work.

People who have made a study of habits tell us that when we have done a thing three times a certain way, the action becomes a habit. Good habits and bad habits are formed the same way; by repeating the action. Then, if students are to form good habits, we must know and follow good practices and teach and show students until the good practice becomes a habit. We didn't know how to appreciate and care for nice things without being taught; neither do students.


The overall effect of new furniture and equipment is attractive. How attractive it will be in a few years will depend upon how well you take care of it. The life, use, and attractiveness of furniture can be extended by regular and proper care.



FURNITURE AND ACCESSORIES ARE DIFFERENT, TOO

Care and Cleaning of Furniture and Accessories

SOME SPECIAL TIPS FOR FURNITURE CARE

ALWAYS	NEVER
Know how to care for all furniture and accessories	Think that one cleaning practice applies to all furniture and accessories.
Follow good practices every time.	Think you can use a good practice just now and then.
Use furniture for the purpose for which it was meant.	Use chairs for step stools or step ladders.
	Put the feet in chairs, on tables, or on other furniture.
	Use unprotected table or desk tops when cutting with sharp objects, such as knives.
	Set objects on upholstered furniture.
Apply nail polish in the bedroom area. Spread a paper over the table or desk when applying nail polish or polish remover.	Apply nail polish when sitting on upholstered furniture or at any time without protecting the surface you are using.
Sit in a chair with all four legs flat on the floor.	Rest the weight on the two back legs of a chair. This will strain and ruin the frame.
Keep your hands off of upholstered furniture when possible.	Touch upholstered furniture with dirty hands.

Care and Cleaning of Furniture and Accessories

ALWAYS

See that buckles, brads, and other sharp objects do not rub on furniture.

Keep oil and grease off of upholstered furniture.

Handle soft drinks, coffee, food, etc. with care. (Being careful is good manners.) Set container in a saucer or on a paper or pad of some kind.

Pick up and move an object on furniture tops.

Remove wet clothing before sitting on furniture.

When waxing wood furniture, keep the wax cloth moving.

Take damp articles or clothing to the correct place.

Keep cleaning equipment off of furniture.

NEVER

Sit on upholstered furniture with sharp objects on clothing that will rub or tear the upholstery.

Lean the head back on upholstered furniture when you have oiled hair. Wipe hands on upholstered furniture.

Spill drinks on furniture.

Set bottle, glass, or cup on furniture.



Scratch tops by sliding objects over the surface.

Sit on furniture in damp clothes.

Let a damp cloth lie on a wood surface. (A waxed cloth is a damp cloth.)

Put damp articles or clothing on furniture.

Lean equipment on furniture or walls.

Care and Cleaning of Furniture and Accessories

ALWAYS	NEVER
Know you have ample space before moving furniture.	Push furniture against other furniture or walls.
Move furniture with care. Ask someone to help you if you can't move the furniture easily.	Shove or push furniture.
Move furniture only as needed to rearrange or clean under. Example: It isn't necessary to move a bed everytime it is made or dusted. Move only when doing general cleaning.	Move heavy furniture everytime you clean.
Close windows and doors during rain or dust storms.	Let furniture get wet or dust packed.

DUSTING:

Dusting of furniture and accessories is usually considered an easy job and too often no teaching and explanation are given with an assignment.

Good dusting is done by the use of only a few methods, equipment, and materials. Learn what equipment and materials are used, how to do a good job and teach and show students how to dust correctly.

For suggestions on Dusting refer to Chapter 2.

Dusting of furniture and accessories is done by using:

1. The Vacuum Cleaner

The soft round dusting brush attachment is used for the usual dusting, the upholstery attachment for dusting upholstered furniture, and the crevice tool for reaching hard-to-get-at places, such as in corners or crevices and between the back and seat, sides and seat, and seams of upholstery.



Care and Cleaning of Furniture and Accessories

This is the best method of dusting because the cleaner holds the dust. The use of the cleaner, however, is limited in educational facilities.

2. A Dust Cloth

Use a dust cloth of soft, absorbent material 24" to 36" square. When children dust, have the cloth of a size they can handle easily. Adults may want a cloth to be 36" square.

Dry dusting is done with a dry untreated cloth. Damp dusting is done with a cloth that has had a few drops of water sprinkled on it and the cloth folded and refolded to absorb all moisture.

Flannel, washed cheesecloth, old soft cloths, or wool cloths are recommended for use as dust cloths. Old sheets and pillowcases usually do not make good dust cloths because they are too firm.



Never use an oiled dust cloth because oil attracts dust, and softens wax and makes it sticky and gummy.

3. Yarn Duster With Handle

The yarn duster is used for reaching places difficult to reach with the dust cloth. Wrap a cloth around the yarn duster if the place you are cleaning is very dusty. The cloth is easier to wash than the duster. The use of the yarn duster is limited.

4. Brushes

An upholstery brush is suggested for use on fabric upholstery when the vacuum cleaner is not used.



A paint or other soft brush is used for removing dust from corners, such as window sills, fireplaces, and the like. A soft brush may also be used for dusting accessories such as figurines, carvings, and the like. The use of the brush is limited.

FIBERGLAS FURNITURE

Hard fiberglass, at this time, is only used in the seats of straight chairs.

Dust with dry soft cloth. To remove finger prints and other soil, wipe with damp cloth wrung from weak detergent solution. Dry.

Care and Cleaning of Furniture and Accessories

LACQUERED FURNITURE, SUCH AS PIANOS

Dust with soft dry cloth. If dull wipe with soft, barely damp cheese cloth. Rub gently with soft dry cloth.

Do not place vases or decorative objects on piano tops; they may leave pressure marks.

Do not use furniture polish or any polishing preparation on pianos.

LEATHER FURNITURE, UPHOLSTERY, AND TABLE TOPS

Dust with soft cloth. Occasionally wipe with damp sponge or cloth wrung damp dry from clear water. Use as little water as possible.

When leather becomes dirty, a small amount of mild detergent may be added to the water. Go over with clean damp cloth to remove all traces of detergent. Dry.

Occasionally, to protect the leather and to remove soil, go over entire surface with saddle or leather soap. Follow directions on can.

METAL FURNITURE

See Chapter 12, Care and Cleaning of Metals.



PLASTIC FURNITURE - HARD FINISH

This is a hard plastic and differs from the pliable plastic used in upholstered furniture. The cleaning procedures include hard fiberglass.

Dust daily with soft cloth. Wash as needed with damp cloth wrung from a mild detergent solution.

The plastic may be protected by rubbing with an appliance wax. The wax is wiped off while still damp.

Some manufacturers of hard plastic recommend the following care only: Clean with liquid household detergent and warm water. Allow to air dry.

Cautions

1. Do not use abrasive cleaners; they will scratch and dull the plastic surface.

Care and Cleaning of Furniture and Accessories

2. Do not move rough objects over the surface. This will cause fine scratches.
3. Do not use furniture polish.

WICKER, REED, RATTAN, AND CANE FURNITURE

Dust with brush or vacuum cleaner. Occasionally wipe with wet cloth to prevent becoming dry and brittle.

Most wicker furniture will sooner or later require a coat of paint or varnish.

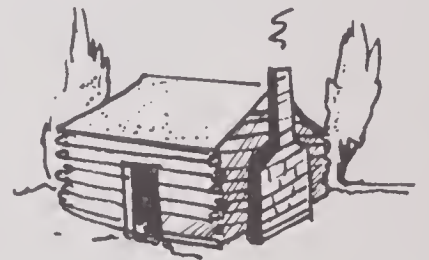
WOOD FURNITURE

Dust daily with a soft, lintless, clean dust cloth or with the soft round vacuum cleaner attachment. Dust, if not removed promptly, will leave fine hairlike marks.

In dry climates where there is a lot of dust, sprinkling a few drops of warm water on the dust cloth will aid in preventing scratches on the wood and will pick up the dust more readily than a dry cloth.

Occasional waxing will help to protect the finish. Have surface clean by wiping with cloth wrung from a mild detergent solution. Wipe with damp cloth wrung from clear water. Dry. Wash, rinse, and dry only a small area of the surface at a time. Apply wax sparingly. Remember that too much wax results in a sticky and gummy surface that collects dust and dirt. Let thin coat of wax dry. Rub thoroughly with the grain of the wood until a clean finger leaves no mark.

Hard wax such as used on automobiles gives a rich luster and hard finish to wood furniture. Be sure to follow manufacturers instructions for use and for having the surface clean before applying wax.



To clean crevices in carved furniture, use a small stick wrapped in damp cotton.

To remove blemishes, purchase a commercial blemish remover. Care must be taken to avoid rubbing through the finish of the wood.

Don't wax furniture where oil polishes have been used. Oil and wax make a gummy residue.



Care and Cleaning of Furniture and Accessories

Avoid sliding objects over wood surfaces such as table tops. This practice will scratch the surface.

FABRIC UPHOLSTERY

Fabric upholstery may be wool, wool blends, cotton, cotton blends, or synthetic fabrics.

It is well to consider the use of flaps for places that are readily soiled such as arms and backs where hands or hair oil are most likely to leave soil. Flaps may be made of the same material and color of the upholstery or a contrast may be used. Flaps will necessarily have to be kept clean by washing or dry cleaning.

Routine Care

1. Remove cushions.
2. Dust entire body, back, front and sides with the vacuum cleaner upholstery tool. Use crevice tool to reach depths between seat and back and sides. An upholstery brush or a whisk broom may be used. The vacuum cleaner is the best because the suction removes imbedded dust. Too, the vacuum cleaner bag holds the dust and does not scatter it over the room.
3. Brush cushions, back, front, and sides and replace.
4. Dust the frame with soft cloth or with round soft dusting tool of vacuum cleaner.
5. Blot any stain or spill immediately, using facial tissues or barely damp cloth. Don't rub - blot.
6. For best results, clean upholstery before it is obviously soiled. Imbedded soil and stain may affect the fabric so that the stained area will have a different color even when carefully cleaned. Light cleaning will minimize this hazard and keep the material looking new and bright.
7. In removing stains, always test the fabric where it won't show, to make certain no damage will be done.
8. Light stains may be removed by a "rich suds" that is made with very little water and a good detergent or soap flakes. A thick lather is made by using not more than four parts of hot water



Care and Cleaning of Furniture and Accessories

to one part of detergent or six tablespoons of white soap flakes to one pint of hot water. Let the selected solution cool. Then beat to a stiff lather with an egg beater. Apply the lather - not the water - with a small sponge or brush to the stained area. Work from around the outside of the stain toward the center of stain using quick, short strokes. Work quickly and keep upholstery as dry as possible. Wipe the lather away with a small sponge squeezed out of clear, warm water. Move to the adjoining area and continue until work is completed. Use an electric fan to speed the drying process. Allow the furniture to dry thoroughly before using.

9. There are many good commercial products on the market for cleaning upholstery. Before purchasing and using, know the fabric to be cleaned and the stains to be removed. Cleaners are designed for specific fabrics and stains. Make sure that the product is not flammable or explosive and does not emit dangerous fumes.

10. Arrange for professional cleaning for badly soiled upholstery.

To Remove Certain Spots and Stains From Fabric Upholstery

Lipstick, grass, carbon paper, and indian ink stains from fabrics not harmed by moisture:

Lubricate the stain with a mild liquid detergent or a soapless shampoo. Rub the detergent or shampoo into the spot and leave it for one-half hour. Then work the spot with fingers or a brush. Wipe stains with cloth wrung from clear water. Don't use soap. Soap contains alkali which sets grass and many other stains.

Oily and creamy substances - Grease:

Use absorbent powder cleaner. Follow the manufacturers instructions.



Sugar and starchy foods:

Blot up immediately with damp cloth. Don't rub - blot. Wipe spot repeatedly with cloth or sponge wrung out of clean water.

Milk:

Blot up immediately. Sponge repeatedly with detergent solution, then with clear water.

Care and Cleaning of Furniture and Accessories

Acid substances such as fruit juices, soft drinks, etcetera:

Blot up liquid as soon as possible with damp cloth; sponge several times with clear water.

If spot remains, sponge lightly with solution of 1 table-spoon baking soda in quart of warm water to neutralize.

Sponge again with cloth wrung out of clean water.

Blood stains:



Blot immediately.

Sponge with cold water. If spot remains, use small amount of detergent and water; follow with clear water.

Nail enamel:

Quickly blot up as much as possible, taking care not to spread the spot. Nail polish remover may remove spot.

(Do not use on rayon or rayon-wool blends, it will dissolve the fibers.) Apply small quantity of liquid to small area.

For fabrics containing rayon, consult a professional cleaner.

Vomit:

Scrape up solid materials.

Sponge with clear water and blot up liquid.

Follow with neutralizing treatment under Acid Substances.

Pet spots:

Sponge urine spot thoroughly with clear water and blot quickly. Go over spot with detergent solution, then wipe off with cloth dampened with clear water, blotting up excess.

If spot has dried, saturate with solution of 1/2 cup of white vinegar to a cup of warm water and let stand for a few minutes. Blot and repeat treatment until discoloration disappears. Then dry upholstery as quickly as possible.

Ink:

Washable - Blot up immediately. Use damp absorbent cloth.

Ballpoint - Blot up immediately. May have to consult a professional cleaner.

Permanent - Consult professional cleaner.



Care and Cleaning of Furniture and Accessories

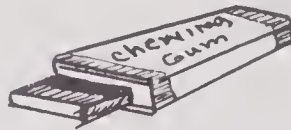
Rust:

Try clear water treatment. If unsuccessful, consult professional cleaner.

Wax:

If wax has dried, use stiff bristle brush to remove solid matter. Rub with warm soapy water or foam-type cleaner. Spots from self-polishing floor wax and cream-type waxes should be cleaned with warm water and detergent. If necessary, follow with foam-type cleaner.

Chewing Gum:



If gum is dry, pull off carefully with fingernail or back of dull knife, being careful not to injure the fabric. If gum is soft, wrap an ice cube in a cloth and hold on spot until gum is firm and can be picked off.

Unknown:

If fresh, absorb all liquid possible with clean slightly damp cloth. Scrape off solid material carefully with spatula or spoon and pick up with cloth. Sponge with cloth wrung out of clear water. If spot remains after drying, use solution of detergent and water, followed by sponging with cloth dampened with clear water.

To Mend Tears or Cuts in Fabric Upholstery



Using iron-on tape:

Match the upholstery color as closely as possible with mending or iron-on fabric tape.

Trim off frayed edges of cut or tear in upholstery.

Cut the tape a size larger than the place to be repaired.

Insert tape in the tear with the shiny or no-stick side down.

Smooth out tear or cut and bring edges as near together as possible.

Press with hot iron following instructions on package.

Darning:

Match the color and texture of the upholstery as closely as possible with thread or yarn. Using a curved upholstery needle, reweave the cut or tear. Take care to extend the darning well beyond the damaged area so that the mending will not pull out.

Care and Cleaning of Furniture and Accessories

PLASTIC UPHOLSTERY

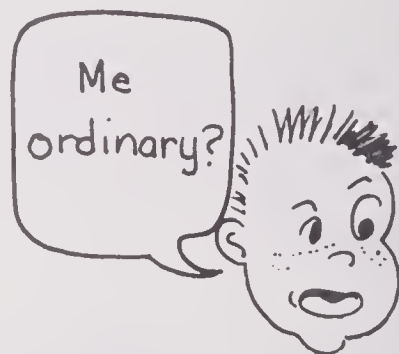
Routine Care

1. Dust with vacuum cleaner using soft brush attachment and crevice tool for hard-to-reach places OR dust with soft clean cloth. Get into all crevices to remove dust and prevent the dust and sand from scratching the plastic.
2. Wipe occasionally with damp cloth wrung nearly dry from clear water.
3. Waxing improves the soil resistance and cleanability of plastic. Any hard wax, such as automobile, may be used.

To Remove Spots and Stains From Plastic

Ordinary dirt:

Wash with warm water and a mild soap such as Ivory. Apply to large area and let soak a few minutes. Remove with damp cloth. A fingernail brush may be used to aid the soap and water to release the dirt. A small amount of ordinary household cleanser may be used to remove stubborn stains. Rinse.



Chewing gum:

Chill with ice. Remove by careful scraping. If this method does not remove the gum, most hair oils or Three-in-One oil will soften the gum so that it may be removed.

Tar:

Wipe up as quickly as possible. Then clean the spot with a cloth dampened with oil.

Nail polish and nail polish remover:

Wipe up as quickly as possible. These substances cause permanent damage. Avoid spreading the nail polish or remover.

Paint:

Follow directions under Tar. Do not use paint remover or liquid type brush cleaners.

Shoe heel marks:

Follow directions under Tar.

Ballpoint ink:

May sometimes be removed by rubbing with damp cloth. Place a clean white cloth over the stain and dampen the cloth with hydrogen peroxide and allow to remain for 30 minutes to an hour. This may be repeated several times.



Caution: Do not use this method on seams as the peroxide will weaken the thread.

Shoe polish:

Follow directions under Ballpoint ink.

General:

If stains are found which do not respond to any of the other treatments, it is sometimes helpful to place the furniture in direct sunlight for two or three days. Mustard, ballpoint ink, certain shoe polishes, and dyes will sometimes bleach out in direct sunlight and leave the plastic undamaged.

To Mend Tears and Cuts in Plastic Upholstery:

1. Buy a good plastic mending tape to match the color of upholstery or use clear tape. Ordinary plastic tapes are not substitutes for plastic mending tape.
2. Cut piece of tape a size larger than the damaged area.
3. Follow instructions on package and smooth the tape over the damaged area. Avoid wrinkles.

LAMPS, SHADES, LIGHT GLOBES, AND BULBS

1. Disconnect lamp cord from wall socket.
2. Remove the lamp shade and brush or clean it with the vacuum cleaner soft brush attachment, a soft brush or a clean dry cloth.

Care and Cleaning of Furniture and Accessories

3. On washable shades, a damp cloth may be used to remove soil.
4. On non-washable shades, use an art gum eraser to remove soil.
5. Wash and dry the reflecting globes as you do a dish. Be sure they are cool.
6. Wipe the light globes with a damp cloth. Be sure they are cool.
7. Dust and polish the metal or ceramic parts of the lamp with a dry cloth. Wipe with damp cloth if needed.
8. Replace reflector, globe, and shade.
9. Connect cord to outlet.



RADIOS

1. Dust daily.
2. Clean the cabinet or case according to the kind of material.
3. All radio cases will need an occasional wiping with a damp cloth. For washing directions, see To Wash Wood, etc.

RECORD PLAYERS

The mechanism is delicate; attempt use only after the operation is fully understood. Keep case closed when not in use to prevent dust accumulation.

1. Dust the cabinet daily with soft cloth.
2. Clean the cabinet according to directions for the specific material.
3. Use the vacuum cleaner or a soft brush to dust the fabric in front of the speaker.
4. Dust the records with a soft brush. Special brushes are made for dusting records. Keep records separated by replacing in folder or by putting paper or plastic between records. Keep in record cabinets if possible.

TELEVISION

Place the television where no bright light will fall on the screen or in the eyes of the viewers.

Care and Cleaning of Furniture and Accessories

Move only when necessary. Do not shove, push, or jerk. To do so may loosen a connection or ruin a tube.

For maximum comfort, the viewers should not be seated closer than a distance of 5 feet from the screen. Have some light on when night viewing. This is recommended for protection of eyesight.

Handle knobs with care to prevent machine getting out of adjustment.

1. To clean the cabinet, dust with soft cloth daily. Wipe with damp cloth to remove fingerprints.
2. To clean the picture window, use a mild detergent on a soft lint-free cloth. Remove surplus moisture with the same cloth used to apply the solution and allow the glass to air dry.

Cautions

1. Do not use a dry cloth or dry tissue to clean the picture window and the surface of the frame that holds the window in place. Rubbing with a dry cloth will attract dust.
2. Do not use glass cleaners, polishes, oils or waxes on the window or on the surface of the frame that holds the window in place. Such substances will cause a non-removable film to develop.
3. Do not set instruments or ornaments with rubber feet on the cabinet. Chemicals in rubber have a tendency to leave a stain.
4. Have only an authorized repair man make adjustments or repairs inside the receiver. A severe shock can result from tampering.

DRESSERS, DESKS, AND LOCKERS

1. Remove the drawers and empty all contents.
2. Vacuum or dust the drawers with a soft cloth. Get into all corners and seams.
3. When the drawers are soiled, wash with a damp cloth wrung from mild detergent and water. Allow to dry thoroughly.
4. Vacuum or dust the inside of the chest and replace the drawers.



Care and Cleaning of Furniture and Accessories

5. Line the drawers with clean paper. Fold and replace all items in an orderly way. Keep like items together. Plastic bags are good to use in storing items such as hose, socks, ribbons, etc.
6. Clean the outside of the chest according to the finish.

LOCKERS AND CLOSETS

1. Remove contents. Dust the inside with the vacuum cleaner or a soft cloth. Be sure to clean all corners, seams, and floors. A damp cloth will help to remove soil and dust.
2. Brush and dust contents before replacing in the locker. Replace contents, putting like items together. Be sure shoes are clean and polished. Storing shoes in plastic or fabric bags will protect the shoe from dust and aid in keeping the storage neat.
3. Some items such as pajamas can be placed on hooks. Other items such as jeans and sweaters can be folded and placed on a shelf. (Never hang a sweater - fold it.)

In hanging clothing, such as dresses and blouses, be sure the shoulder seams are straight on the hangers. This helps to keep the clothing in shape.

Some straight skirts and slacks can be folded and hung on the flat rod of a hanger. First, fold a paper over the rod to help in keeping the clothing from creasing.

4. Clean the outside of the locker according to the finish.

BED, MATTRESS, AND SPRINGS

Bed: Clean the bed according to finish.

The hospital way of making a bed is recommended. The first sheet is thrown over the bed and the corners mitered on one side. Without leaving that side of the bed, the second sheet is handled the same way, then the blanket is tucked in and the spread is arranged. All of this is done from one side of the bed. Then, with only one trip around the bed, the other side is completed in the same way.

It is time saving for two people to work together in making a bed, but when old enough, each student should be taught how to make a bed alone.



Care and Cleaning of Furniture and Accessories

Mattress: Dust the top with vacuum cleaner or brush. Dust the sides. Turn and dust the reverse side.

Springs: Dust with vacuum cleaner or soft cloth. A damp cloth may be used.

SHEETS AND PILLOW CASES

1. Loosen the tucked-in edges of sheets before removing them from the bed. Don't pull them free; this may weaken or tear the sheets.
2. To remove a pillow case, first loosen the pillow by pulling it toward you from the open end of the case. Then grasp the case at both corners of the closed end and gently shake the pillow free.

Never use a sheet or pillow case as a wrapping for other soiled clothes. This strains the fabric and also causes heavy soil.

When you send sheets and pillow cases to the laundry, put them in the laundry bag without folding them. This saves time for you and the laundry.

ACCESSORIES

In the care and cleaning of accessories, as in all care, know the material with which you are working.

Before washing an accessory such as a figurine, examine for an air space or hole in the base, and if there is one, be sure no water enters. Always have accessories thoroughly dry before replacing on furniture tops.

Ash Trays: Empty ash trays in toilet bowl, when possible, to avoid possible fire hazard. Make sure that items that might clog the plumbing, such as nut shells, pins, bobby pins, or match sticks are first removed.

Rinse, wash, rinse, and dry the ash tray the same way that you care for any like dish.

Ceramics: Wipe with damp cloth for regular cleaning. When washing is needed, wash as other dishes. Handle with care.

Glass: Wash each piece separately, using warm detergent water and cloth or sponge. The occasional use of a solution of 2 tablespoons vinegar to a quart of warm water will help in removing sediment and preventing cloudiness. A bottle brush will aid in cleaning the inside of vases and make cleaning of indentations of cut crystal easy.

Care and Cleaning of Furniture and Accessories

Rinse with hot water. Wipe dry with clean damp cloth.

Metal: See Chapter 12, Care and Cleaning of Metals.

Plastic: Wash as other dishes.

Pottery: Some pottery may be washed the same as dishes. Pottery that has not been fired or glazed is wiped clean occasionally with a damp cloth.

Wood: Dry dust daily to prevent scratches and a build-up of dirt. Wipe occasionally with a damp cloth. Wax and polish, following directions under Care of Wood.

Wall Hangings: Wall hangings come in a variety of different materials and fabrics. All should be kept dusted by using the soft brush attachment of the vacuum cleaner or a soft cloth. Fiber hangings will be freshened by an occasional wiping with a damp cloth. Materials such as silk and wool and hand painted hangings should be cleaned only by professionals.

FLOWERS

Artificial Flowers

1. Paper flowers. Dust with paint brush or soft cloth. Discard faded or torn flowers, for these cannot be renewed.
2. Plastic flowers. Dust with paint brush or soft cloth. When needed, wash plastic flowers under a gentle stream of cool water. They may also be "dunked" in a basin of cool water. Shake the flowers gently to remove excess water and pat dry with a soft cloth or facial tissue. Take care not to loosen the flower heads, as they fall off easily - if one falls off, replace, and hold in place with a strip of cellophane tape.

Fresh Flowers

1. Change the water in the container every day to help the flowers last longer. Take the flowers out of the container and spread them gently on a newspaper. Wash the container and put in fresh, cool water.

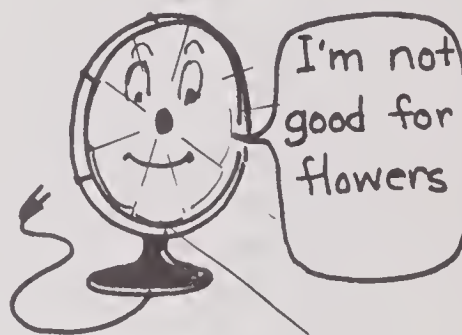


Care and Cleaning of Furniture and Accessories

2. Discard any wilted or faded flowers. Pick off dead foilage or any leaves that have been under water. It may be good to cut a short length off each stem in order that the flowers may absorb more water. Cut the stem on a slant with a sharp knife or sharp scissors.
3. Rearrange the bouquet. Remember to place the larger and darker colored flowers at the lower part of the arrangement and the lighter colored or smaller ones at the top. The real beauty of cut flowers shows up when arranged in a natural, pleasing manner. So, use your imagination. (Don't just stick a fistful of flowers in a peanut butter jar!)
4. Put the container of flowers in a location where it will be out of direct sunlight, heat, and drafts. Wind and heat make the flowers wilt.

Cutting and caring for fresh flowers

1. Early morning or late in the day is the best time for cutting flowers. In the morning the stems are carrying a heavy load of moisture (especially if you thought to water the ground well the night before.) If the flowers are cut late in the day, they can stand overnight in water to "harden" before arranging them.
2. Use a sharp knife or sharp scissors - the sharper the tool the less you will crush the stems. Cut the stems on a slant. (The foilage and stems can drink more water from a slanted cut than from a cut straight across.)
3. Do not arrange flowers immediately after cutting. Treat them as florists do; let them soak up water or "harden" for several hours with the stems deep in tepid or even warm water. Roses and flowers with tough leaves should be plunged into water right up to the neck. Chrysanthemums, marigolds, and flowers with soft leaves that decay fast under water should have all the leaves stripped away that will be below the water line of the container.
4. Keep flowers in a cool, dark place until you are ready to arrange them. A cool closet or a bedroom will serve the purpose. Don't store them in the refrigerator unless you want to keep them for some time.



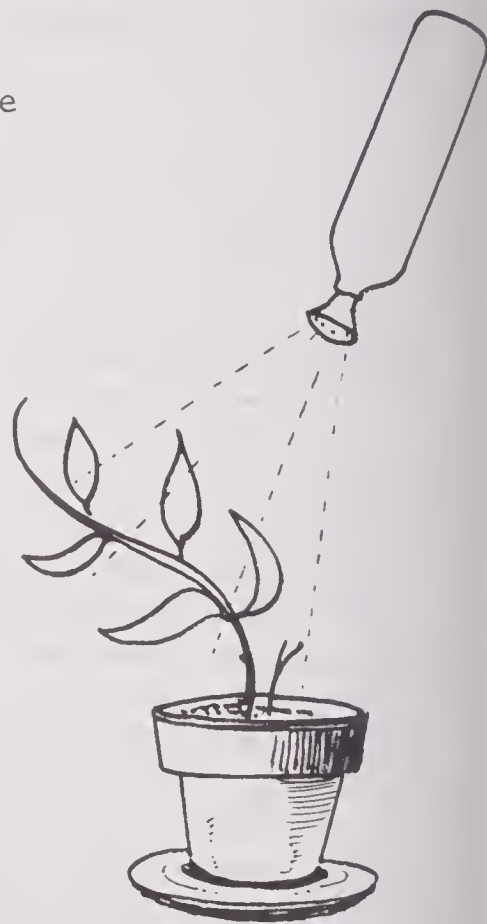
Care and Cleaning of Furniture and Accessories

5. Flowers with a milky substance in their stems or coarse hairs along their stems (such as oriental poppies) must have the cuts "healed." Scrape the hairs from the cut and two or three inches back. Hold the stem over a flame or plunge it in boiling water for a minute. Hold the blossom well away from the heat, or cover it with paper. (The steam and heat will injure the blossom.) Remember that dahlias and poppies need to be sealed, also hollow-stemmed plants such as larkspur and delphiniums.

Roses and chrysanthemums last better if you split the stems up from the cut end two or three inches and mash the split ends with a hammer.

HOUSE PLANTS

1. Don't overwater; the soil should be dry before watering. Use tepid water; try it with your hand. (Tepid means that the water is slightly warm.) Some plants where the container has a drainage hole can be set in a sink or basin of tepid water that reaches a few inches up the sides of the pot (but not into the pot). The water will soak into the soil. When the soil is damp, remove the pot and wipe dry.
2. Remove yellowing or dead leaves and faded or falling blossoms.
3. Use a soft paint brush to dust off fuzzy leaves such as African violets. The brush may also be used to dust smooth-leaved plants.
4. Occasionally, give smooth-leaved plants a quick but gentle spraying with lukewarm water to keep them clean and shining.
5. If the containers are washable, wipe them clean with a damp cloth. Paper or foil container wrappings will need to be replaced now and then so that the coverings will be fresh and pretty.



Care and Cleaning of Furniture and Accessories

6. Don't: (1) have a litter of little, badly-kept plants, (2) let plants become straggly or stunted or too big for the pot they occupy.
7. Plants need to be "fed." There are commercial preparations that must be used according to directions on the label, or you can soak barnyard fertilizer in a can of water and feed and water the plants with this "soak" water.

CHAPTER 11

CARE AND CLEANING OF WASHROOMS

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The Superintendent Checks the Washroom

CARE AND CLEANING OF WASHROOMS

The care of washrooms is a normal part of housekeeping and when good daily practices are followed by those who use and clean the facility, the washrooms can be kept clean and attractive.

CAUTION: Don't use bathroom cleaning as a punishment for any child. This is a normal part of housekeeping and, by the use of good materials and methods, is just one chore among other housekeeping jobs.

TEACH STUDENTS HOW TO USE THE WASHROOM

Plan these lessons well. Know what needs to be taught and how to teach it. Take students by small groups to the washroom. Explain why certain practices are good. Some important teachings are:

1. Flush the toilet after every use.
2. Put used paper hand towels and other litter in the waste receptacle provided. (These will clog the toilet and other drains.)
3. Wrap sanitary napkins in paper towels and deposit in step-on can.
4. Take care not to spatter walls, floor, and sides of urinal.
5. Use small stream of water in hand and face washing so that water does not spatter on wall or floor. If water is accidentally splashed or spilled, wipe up.
6. Put hair combings in waste receptacle.
7. Wipe out wash basin after use with paper towel so that the basin will be clean for the next user.
8. Use one squirt of hand lotion. Rub well into hands.
9. Pick up hair from shower drain after washing hair in shower stalls.
10. Pick up bar soap dropped on the shower or bathroom floor. Stepping on soap may cause a fall, and too, the soap may clog the drains.
11. Leave shower curtains open after a bath.



Care and Cleaning of Washrooms



12. Wipe water from shower stall walls with damp bath towel after a bath. (A bath towel is used once only.)
13. Put wet towels and linens in basket or hamper provided.
14. Pour mop water in slop sinks. (Not in toilets, showers, or handwashing basins; these drains will not carry strings and debris.) This reminder is for all who may help with washroom cleaning.
15. Always leave the room neat and clean for the next users.

PROVIDE AMPLE MATERIALS FOR STUDENT USE

1. Paper towel dispensers located near the handwashing basin (not across the room) always kept filled.
2. Hand soap or dispenser within easy reach of every wash basin.
3. Toilet tissue at every toilet.
4. Ample waste receptacles in handy locations.
5. Step-on cans in girls' toilet rooms.
6. Hand lotion, with dispenser top, located far enough from hand washing basins so that use is not congested.

KEEP THE WASHROOM CLEAN

1. Keep the washroom clean. No directive can be given here as to how often to clean. But do plan an overall schedule and, when necessary, do additional cleaning. Cleanliness will prevent disagreeable odors. Don't try to cover odors (lack of cleanliness) by using deodorizer blocks in the toilets and urinals.
2. The best time to clean shower stalls, shower rooms, and bathtubs is just after use. The warmth and moisture will aid in loosening the soil.
3. See that all equipment is working properly. This includes everything - toilets, urinals, lavatories, showers, all drains, windows, blowers, etc. Correct any difficulties or report to supervisor.
4. See that all materials are supplied in adequate amounts and at the proper location.

5. Keep the suction fan on at all times when the showers are in use, and at other times as needed to keep the air fresh.

CLEANING A WASHROOM WITH AN ALL-PURPOSE CLEANING COMPOUND

One good all-purpose cleaning, disinfecting, and deodorizing compound can be used for cleaning the entire washroom and its equipment. Do not use on asphalt, vinyl, or rubber tile and/or wood floors and painted surfaces. Cleaning includes toilets, urinals, lavatories, ceramic or plastic tile walls, hard tile floors, mirrors, metal, and enameled partitions and doors. There are many good cleaners of this type on the market. As an example, Diversol CX or equal.

Cautions and Suggestions for Use of an All-Purpose Cleaning, Disinfecting, and Deodorizing Compound:

Cautions:

1. Do not use the compound in cleaning asphalt, rubber, or vinyl tile and wood floors. For care of these floors, see Floors - Chapter 8.
2. Do not use on painted surfaces other than enameled. For care of other wall surfaces, see Walls - Chapter 5.
3. Do not leave the compound on any surface longer than 5 to 8 minutes. Always wash and rinse away every trace of the cleaner. Dry the surface.
4. In using the compound in cleaning floors, always work in small areas.
5. Follow carefully all directions for use of the compound.



Suggestions:

1. The compound will usually come in containers that are too large to handle.
 - a. Put some compound in a small jar, such as a quart or pint fruit jar, perforate the top and shake the compound on the surface to be cleaned OR
 - b. Put some compound in a number 10 can and apply to the surface to be cleaned with a damp cloth.

Care and Cleaning of Washrooms

2. Clean cloths or sponges may be used in cleaning. Wash, rinse, and store in readiness for the next job.
3. When toilets, urinals and/or lavatories are in a row, the compound may be applied to a few at a time. Return to the first piece of equipment and clean it while the other few are soaking to loosen the soil. See Cautions for length of time the compound may remain on a surface.

Wash Stands, Sinks or Lavatories, and Bathtubs

1. Flush, Have surface damp. Close drain.
2. Apply from 1 teaspoon to 1 tablespoon of cleaner to the surface. Let stand a few minutes.
3. With cloth or sponge, rub all surfaces to remove soil; interior, exterior, and faucets. Be sure to scrub around the faucet bases.
4. Fill the lavatory about 1/2 full of warm water. Rinse the cloth or sponge, wring to damp stage and wash the entire area around the lavatory, including the mirrors, metal trim, counter, etc. (Enamel, metal, or tile surfaces only.) Rinse cloth in the solution as needed. Always wring to damp stage.
5. Let solution out of basin. Run clear water in, swish around and rinse basin well. Fill basin with clear water; with damp cloth rinse all washed surfaces.
6. Wipe well-rinsed surfaces dry, using a dry cloth.

NOTE: Bathtubs may be cleaned the same way; more compound will be needed because of the surface to cover.

Toilet Bowls:

1. Flush toilet for clean water in bowl.
2. Sprinkle about an ounce of compound in bowl, being sure to reach all surfaces above the water line.
3. Let stand approximately 5 minutes.
4. Using bowl brush, thoroughly brush interior of bowl with the solution. Be sure to brush under the rim.
5. Wring a cloth from the solution (this water is disinfected) and wash the exterior of the bowl, the seat, water container, and

all hardware with the solution. (The outside of the urinals may be washed now with this water.)

6. Clean hard-to-reach floor areas at the same time.
7. Flush bowl, then rinse all surfaces with clear water.
8. Dry seat, all exteriors and hardware with a clean dry cloth.

NOTE: If one objects to using a cloth wrung from the toilet bowl water, prepare a solution in a bucket or pan.

Urinals

1. If possible, turn off automatic flushing device.
2. Sprinkle urinal liberally with the compound.
3. Use a brush to reach all inside surfaces.
4. Wash outside surfaces with the solution from the toilet bowl or prepare fresh solution in a bucket.
5. Clean hard-to-reach floor areas at the same time.
6. Rinse and dry.



Tile Walls and Shower Walls

1. Wet surface. This step is not necessary if surfaces are already damp.
2. Apply compound by shaking lightly from jar or with a damp cloth or sponge. If surface is badly soiled, allow to stand a few minutes before washing.
3. Rub with damp cloth or sponge to remove soil.
4. Clean all partitions, shower heads, all metal fixtures, soap dishes, door handles, etc. the same way.
5. Rinse and dry well.

Care and Cleaning of Washrooms

Hard Tile Floors (Such as Ceramic)

NOTE: The disinfecting all-purpose compounds are not used on asphalt, vinyl, rubber tile, and wood floors.

1. Remove loose soil with a dry dust mop.
2. Moisten floor lightly - a small area at a time - using a damp mop wrung from clean water.
3. Distribute the compound lightly over the slightly moist area.
4. Go over the area with a damp mop to pick up every trace of the compound and soil.
5. Rinse with damp mop wrung from clear water.
6. Dry.
7. CAUTION: Do not wax these floors.



Waste Baskets:

1. Prepare a solution of 1 tablespoon compound to about 3/4 gallon of clear water.
2. Wring sponge or cloth from solution. Wipe interior and exterior of basket. Dry.
3. Baskets will occasionally have to be washed. Take to janitor's closet and wash in hot detergent solution. Dry.

Step-On Cans

1. Clean the outside and inside of the outer container the same way as a waste basket.
2. The inside can, when not apparently soiled, may be cleaned the same way.
3. When the inside can is soiled, take it to the janitor's closet and wash it in a hot detergent solution. The use of a scrub brush or the toilet bowl brush or mop will make cleaning easier.
4. Scald in hot water.

Care and Cleaning of Washrooms

5. Be sure the can is thoroughly dry before returning it to the container.

NOTE: Any item placed in a step-on can is first wrapped carefully in paper towels. A supply of waxed or treated paper bags should be kept on hand for use as liners so that the person who empties the can may pick the bag up, fold the top over the contents and dispose of the bag and contents.

Drinking Fountains

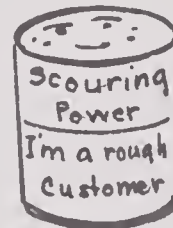
Drinking fountains are not a part of the washroom. However, the use of the all-purpose compound makes cleaning easy.

1. Prepare a solution of 1 tablespoon compound to about 3/4 gallon of water.
2. Wring a sponge or cloth from the solution and wipe the entire fountain surface, frame, and stand.
3. Wring a clean cloth or sponge from clear water. Rinse entire surface. Rub with dry cloth.

CLEANING A WASHROOM WITHOUT AN ALL-PURPOSE CLEANING COMPOUND

Supplies Needed

Powdered or liquid detergent
Toilet bowl and urinal cleaner
Cloths or sponges
Toilet brush or toilet swab
Light duty cleaner (Scouring powder) - Not for daily use
Pail for water.
Mop
Mop bucket with wringer
Disinfectant such as Clorox or Purex



Cautions

1. Scouring Powder

Do order and use only a fine light duty cleaner (scouring powder) or irreparable damage of equipment will result. Remember that scouring powders are designed primarily to clean and polish cooking utensils. If these heavy duty cleaners are used on sinks, bathtubs, and lavatories the surfaces will eventually be damaged.

Care and Cleaning of Washrooms

The recommended powder is present GSA item 7930-243-5940, available in one-pound sifter top containers. This powder is recommended for enamel and porcelain and is said to be "free of a tendency to scratch."

Do remember that all scouring powders contain some abrasives and with constant use and hard rubbing, the finest compound will eventually etch the surface of equipment.

2. Toilet Bowl Compounds

These are acid cleaners and must be handled with care for the protection of the worker and the equipment. These cleaners are used only on toilet bowls and urinals.

Students should never have access to nor use these items.

Availability of toilet bowl cleaners to employees should be controlled.

Take care to prevent contact with the skin and breathing of the dust when using a toilet bowl compound.

Never use a toilet bowl compound on bathtubs, washstands, sinks, and metal and enameled fixtures.

Washstands, Sinks or Lavatories, and Bathtubs

1. Flush with hot water. Have surface damp. Close drain.
2. Apply a liquid or powdered detergent to a damp cloth or sponge. Rub all surfaces to remove soil. Give extra attention to badly soiled spots. Rub exterior and faucets. Give additional attention to area round faucet bases. Use scouring powder only for stains that cannot be removed with detergent. Use scouring powder infrequently.
3. Fill the basin about 1/3 full of fairly hot water. Rinse cloth or sponge; wring to damp stage and wash surfaces around the lavatory including mirrors, metal trim, counter, etc. Rinse and wring cloth from the solution as needed.
4. Let solution out of basin. Run fresh water into basin; swish around and rinse basin and cloth. Wring cloth out of clear water and rinse all washed surfaces.
5. Dry all surfaces including basin.

Care and Cleaning of Washrooms

6. Be sure to polish faucets with a dry cloth.

Toilet Bowls

1. Flush the toilet, then shake toilet bowl compound into the water and around the sides of the bowl above the water line and under the rim. (Toilets can be treated in a series.)
2. Let stand a few minutes; wash bowl with a toilet brush or swab, being sure to reach up under the rim. Flush the toilet. Rinse the brush in the toilet bowl.
3. If needed, repeat the addition of the toilet bowl compound and allow it to remain in the bowl for 15 minutes or longer.
4. Prepare a bucket of fairly hot detergent water. Add disinfectant to water according to directions for use on label. Wash toilet seat, rim, outside of bowl, pipes, etc. with damp cloth or sponge. Rinse. Dry. Clean hard-to-reach floor areas at this time.

NOTE: Purex or clorox may also be used as a bowl cleaner - BUT MUST NEVER be used with a bowl cleaner. Blindness or even death may result.

Urinals

1. Shut off the flush. Pour toilet bowl cleaner on brush or swab and apply to all inside surfaces of urinal from top to bottom. Let stand a few minutes. Flush. Rinse the brush in a toilet bowl. To deodorize and cleanse pour small amount of cleaner into drain; let stand several minutes and then turn on flush. (Urinals can be treated in a series.)
2. Prepare a bucket of fairly hot detergent water. Add disinfectant to water according to directions for use on label. Wash outside of urinal and pipes with damp cloth or sponge. Rinse. Dry. Clean hard-to-reach floor areas at this time.

Walls and Shower Stalls

The best time to clean these is just after the showers have been used and while the walls and stalls are moist. The warmth and moisture will loosen the soil.

1. Prepare a bucket of fairly hot detergent water. Add some disinfectant according to directions on the label.
2. Wash walls and stalls with damp cloth or sponge wrung from the solution.

Care and Cleaning of Washrooms

3. Rinse with damp cloth or sponge wrung from clear water.
4. Dry to remove any water spots.

Cautions

1. Never use scouring powder on shower stalls. These have a baked-on enamel finish and scouring powder will remove it.
2. Use scouring powder only as a last resort on tile floors and walls and use only the smallest amount. (See Care of Walls and Floors, Chapters 5 and 8.)

Floors

See Care of Floors, Chapter 8, for the particular kind of floor you are cleaning. Generally, mop with damp mop wrung from a mild detergent solution. Rinse with damp mop wrung from clean water. If any moisture shows, use dry mop to remove.

Waste Baskets:

1. To remove dust or light soil, wipe with damp cloth wrung from the detergent and disinfectant water solution such as used for cleaning walls and shower stalls. Dry.
2. To remove soil, take to janitor's closet and wash in hot detergent water. Rinse in hot water. Dry thoroughly.

Step-On Cans

Follow directions for waste baskets. Both the outer and inner cans must be dried thoroughly or they will rust.

Drinking Fountains

1. Wipe the entire fountain surface, frame and stand, with damp cloth wrung from clean detergent and disinfectant water.
2. Rinse surface with damp cloth wrung from clear water. Rub with dry cloth.

CHAPTER 12

CARE AND CLEANING OF METALS

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CARE AND CLEANING OF METALS

There are many kinds of metals in everyday use that are used in many ways. Gleaming polished metal surfaces are only produced and maintained by hard work and "elbow grease." Cleaning metals can be a confusing task but following a few good rules will make the work easier and prolong the life and attractiveness of the metal.

1. Don't let dirt pile up. Neglected spots and stains become harder to remove.
2. Know the metal you are cleaning. Aluminum may be solid, anodized, or brushed. Enamel may be porcelain or paint. Copper may be solid or plate and it may be lacquered.
3. Follow directions for cleaning the article and the use of the cleanser.

ALUMINUM

Aluminum is a very soft metal and is easily scratched by many of the harsher abrasives usually found in scouring powders and metal polishes. Aluminum is attacked by alkalies such as in household soda and strong soap.

Aluminum, when exposed to the atmosphere, forms a thin oxide film. This film is not harmful to the metal but actually helps to protect it.

ALUMINUM - ANODIZED

Articles made of anodized aluminum may include such items as pitchers, drinking glasses and the like. Usually the item is in color and this makes it easy to recognize the metal.

1. Wash with hot suds. Handle gently as the aluminum is soft.
2. Rinse in hot water. Dry. Never scour.

ALUMINUM UTENSILS

1. Wash with mild detergent. Rinse with hot water. Dry and polish with a soft tea towel. To remove burned-on spots, scrub with steel wool size 0 or steel wool soap pads. A fine scouring powder may be used. Steel wool is a very satisfactory cleaning and polishing agent for aluminum utensils. Rub with the grain of the aluminum.
2. To remove burned or scorched food, one of the following methods may be used:

Care and Cleaning of Metals

Put enough water in a pan to cover food well, bring to a boil, then remove softened food with a wooden spoon or pot cleaner.

Place dry pan over low heat. Watch carefully; as soon as food is charred it will loosen and can be removed with wooden spoon or pot scraper. Remove pan from heat immediately.

3. To brighten aluminum utensils, fill with water, add two tablespoons of vinegar for each quart of water. Boil. Wash and dry the utensil.

ALUMINUM - OTHER THAN UTENSILS

Such as furniture frames, hand rails, range hoods, and the like.

1. For general accumulation of dirt and grime, such as from fingerprints, grease, etc., wipe small areas with a clean cloth dampened in warm water containing a small amount of detergent. Rinse the area using a clean cloth dampened in clean, warm water. Rub the surface dry with a clean, dry, soft cloth.
2. For stains or accumulations that are hard to remove, such as paint, use moistened aluminum wool to which has been added a little detergent or soap suds. Then follow all instructions under number 1, above.
3. For finishes that have been marred, aluminum polish may be applied with a damp cloth to restore the original finish. Follow manufacturers directions.

Caution: In cleaning aluminum always rub back and forth with the grain. Rubbing across the grain or in a circular motion will mar the finish.

BRASS

Brass is never used for cookery. Wash in hot water as any other utensil. Clean with a special brass polish.

Brass may be rubbed to a shine with a cloth dampened in vinegar and dipped in dry soda.

Small brass ornaments may be cleaned by boiling in water to which one teaspoon soda and 1/3 cup vinegar are added to each quart of water. Do not boil brass ornaments that have decorations other than brass. Wash and rinse to remove all traces of any cleaner. Polish with soft, clean, dry cloth or chamois.

Care and Cleaning of Metals

Brass candlesticks, andirons, or fire tools may be cleaned with fine steel wool #00. Wash. Rinse. Dry. Then polish with brass polish.

LACQUERED BRASS

Keep dusted. Wash occasionally if needed with light, mild suds. Rinse quickly. Dry with soft, clean cloth. Do not soak and do not polish.

CHROMIUM

Chromium does not rust, tarnish, nor corrode. In time, the sheen of chromium will become dulled by atmospheric dirt.

1. Wash with hot detergent solution. Rinse with clear, hot water.
2. Rub briskly with a clean, dry, soft cloth to dry and polish. If grease spots should prove hard to remove, rub lightly with silver polish. Do not use any scouring powder or regular metal polishes on chromium.

COPPER

Some cooking utensils have a copper coating on the outside to aid in conducting heat. Utensils with copper linings must not be used for cooking.

1. Wash copper pieces in hot detergent solution. Rinse. Dry.
2. Clean with a special copper polish following manufacturer's instructions for use. A homemade polish may be made of a paste of equal parts of salt, vinegar, and flour.

LACQUERED COPPER

Keep dusted. Wash, if needed, in warm light suds. Rinse quickly. Dry with soft, clean cloth. Do not soak. Do not polish.

ENAMEL AND AGATE WARE

1. Wash along with dishes. Rinse. Dry. Handle with care. Enamel chips easily. (Do not use chipped enamel utensils for cooking or for table ware.)
2. Use fine scouring powder or soda to remove stains. Never use gritty scouring powder.

Care and Cleaning of Metals

3. Scorched food may be removed by boiling until the food is soft enough to be scraped off with blunt instrument, such as a wooden spoon or clothespin.
4. Lime deposits can usually be removed by boiling with a soda solution.
5. Acids, such as tomatoes and lemons damage the finish.

IRON UTENSILS

1. "Season" before first use to prevent food sticking. To season, grease the utensils and the inside of the lid lightly with unsalted fat. Heat slowly until most of grease is absorbed. Wash in hot dishwater. Rinse. Towel dry to prevent rust. Grease lightly before each use for a few weeks.
2. To remove rust, scour with fine steel wool and re-season.
3. Don't soak iron utensils in detergent water. This will remove the "season" and may cause food to stick. Use soap pads in cleaning.
4. Store with the lid off to prevent a musty odor, the accumulation of moisture, and rust.

WROUGHT IRON FURNITURE AND TRIM

Dust with dry, soft cloth. To wash, use damp cloth. Dry thoroughly.

Remove rust with fine steel wool, then wax the area. The use of a polishing wax will aid in preventing rust and add to the gloss.

Some wrought iron objects look best when painted. Use a good paint, made especially for iron. This comes in both glossy and flat finishes. Follow directions for use. Two or more coats of paint may be needed.

METAL PLUMBING FIXTURES OTHER THAN CHROMIUM

1. Wash fixture with hot, detergent solution. Rinse. Dry.



Care and Cleaning of Metals

2. Put metal polish on folded cloth and rub polish evenly over metal. Be sure that the polish used is suitable for the metal being cleaned.
3. Remove polish with a dry, soft cloth. Polish until metal shines.
4. To polish the back and undersides of a fixture, such as a water valve or handle, push the cloth around the fixture. Take hold of each end of the cloth and pull hard and fast back and forth against the fixture.

Do not use metal polish on chromium.

PEWTER

1. Wash with hot, mild, detergent solution. Rinse. Wipe dry with soft cloth or sponge. Pewter is very soft; don't use abrasives. Hard-to-remove spots may be rubbed with fine steel wool that has been dipped in olive oil.
2. For polishing, use a polish made for pewter or a silver polish.

PORCELAIN EXTERIORS OF RANGES, REFRIGERATORS, AND FREEZERS

Porcelain is glass fused on metal and requires practically the same care as glass.

Allow range tops to cool before washing. Wash with damp cloth wrung from hot, mild detergent solution. Rinse. Dry. Some manufacturers recommend an occasional application of appliance wax.

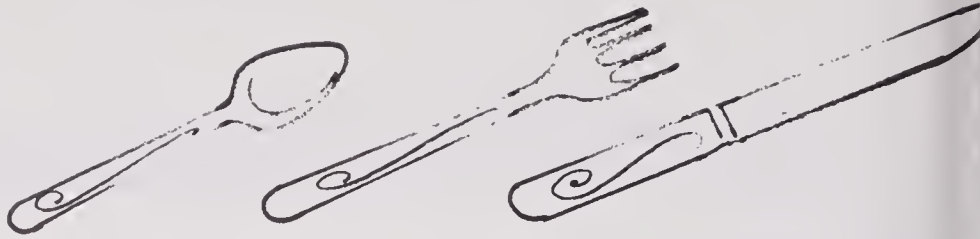
Remove spilled foods immediately. Acids will discolor the surface. Do not set hot or cold pans on range tops. Extreme heat or cold may cause the porcelain to craze. Do not move utensils across the surface of range tops. This practice will mar the finish.

SILVER AND SILVER PLATE

There are many different types and grades of silver and plate. Regardless of the grade, all silver and plate should be taken care of so that it is not scratched and stained. If silver plate is given proper care, it will last a lifetime. Sterling silver will last for generations.

Silver discolours from sulphur compounds that are in the air, in many foods, in gas, wood, rubber, and certain bleached or dyed materials. Silver tarnishes less if washed and dried immediately after use.

Care and Cleaning of Metals



If silverware is used daily and washed with a detergent suds, rinsed, and carefully dried, there will be little tarnishing. Be careful in washing silver not to jumble too many pieces together in the dishpan.

If silver needs polishing, use a soft cloth and a good silver polish. Polish the silver lengthwise, never crosswise or with a circular motion. Wipe the polish off with a soft cloth, then wash carefully in a hot detergent solution, rinse, and dry with a soft cloth.

Silver may be stored in soft flannel rolls, wrapped in tissue, or in a regular silver chest or drawer. A camphor mothball in a silver drawer helps to keep tarnish away.

STAINLESS STEEL

Stainless steel is easy to clean and keep looking nice. With good care, stainless steel equipment will remain clean and bright for years.

STAINLESS STEEL COOKING UTENSILS

1. Soak in hot water as soon as possible after use. Then wash with warm, detergent water, rinse in hot water and dry with a soft cloth.
2. If foods harden on the utensil, soak a few minutes in hot water and rub gently with a cloth, soft brush, or stainless steel pad.
3. To remove a layer of burned-on grease, use a plastic or stainless steel sponge. Wash and dry as usual.
4. To remove a mineral deposit, swab or cover the deposit with a water solution containing one-fourth part of vinegar. (Example: one cup vinegar to three cups water.) Rub with stainless steel pad. Wash and dry.

STAINLESS STEEL SINKS, RANGES, COUNTER TOPS, REFRIGERATOR DOORS

1. Keep clean by frequent wiping with a damp cloth. Then dry with a soft cloth.
2. For slight soil, wash with cloth wrung from detergent and water. Dry.
3. Eliminate fingerprints by applying a commercial glass cleaner or an automobile wax. Remove excess and rub to a sheen with a soft cloth.

Care and Cleaning of Metals

Cautions

1. Certain foods such as mustard, mayonnaise, lemon juice, salt, or dressings containing these, will attack and corrode stainless steel. Never store these items in stainless steel containers.
2. If ordinary steel wool is used in cleaning, particles may lodge in the stainless steel surface and rust. Remember to use stainless steel wool.
3. Always rub stainless steel with the grain of the finish. A circular or cross-grain motion will mar the finish.

STEEL UTENSILS

1. Wash with hot, detergent solution. Rinse. Dry. Soap pads may be used to remove foods or stains that do not come off by washing.
2. Steel knives and cast steel can be cleaned with a fine cleaning powder.
3. Salts and acids may cause pits if left in contact too long. These spots can be removed with fine steel wool.

TIN

1. Wash in hot water. Rinse. Towel dry.
2. Food will stick to tin that has been scoured with cleansers.
3. Tin rusts easily; it must be dried thoroughly. Use over low heat; tin melts at high temperatures.

Caution: Food is not stored in tinware unless it has a protective coating. Food poisoning could be the result. Food is canned in tin that has a protective coating.

ZINC

1. Wash regularly and after every use with hot, detergent solution. Rinse. Dry. Use a mild scouring powder to remove hardened grease and other spots.
2. Tarnished zinc may be brightened by rubbing with diluted vinegar. Let acid remain on the surface for several minutes, then rinse with clear, hot water and polish.

Care and Cleaning of Metals

3. Water buckets used for mopping and other heavy work are generally not given the care needed. Dirty mop buckets are unsightly. Wash after every use.

CHAPTER 13

LAUNDRY AND SEWING

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LAUNDRY AND SEWING

LAUNDRY

Before you start to do the laundry you will want to read all the suggestions in this chapter. First, you may want to remove some spots or stains from the clothes. This is best done before they are laundered. Refer to Removing Spots and Stains from Washable Fabrics, pp. 157-158.

Too, you will want to know about water temperature, the supplies you will need in washing and ironing, and many other things.

SOME EQUIPMENT AND SUPPLIES NEEDED FOR DOING THE WASHING

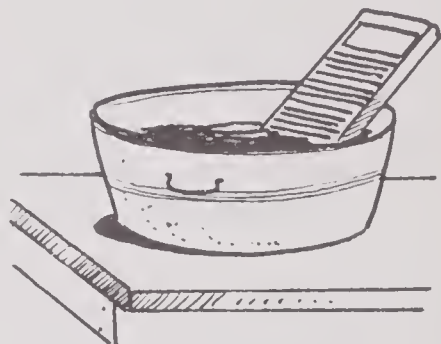
1. Tubs or a Machine

Whatever you use, take care of the equipment, use it right, and keep it clean.

2. Hot water for some clothes; cool water for some fabrics.

3. Detergent or Soap?

When we say "detergent" we mean synthetic detergents that work well in hard water. Low sudsing detergent is good for doing the home laundry. Before you buy a detergent, read the label. If you are using an automatic washing machine, buy the detergent that is recommended by the manufacturer of the machine.



Soaps do not work well in hard water.

Soap is never used in an automatic machine.

Soap or detergent can be used in the wringer or conventional washing machine, but don't mix soap and detergent.

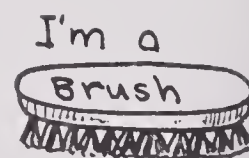
Woolen fabrics stay soft and shapely if washed in "cold water" or with "wool" soap.

4. Bleach

When using bleach follow the directions on the bottle or package. Certain bleaches are used for cottons and linens and gentler bleaches are recommended for certain other fabrics. Before bleaching anything, know the fabric, read the directions for the bleach you plan to use, and be sure it is safe for the fabric.

5. Brush

You may need a brush for scrubbing the soiled places on collars and cuffs, girdles, and any soil that does not come out with soaking and washing. Don't use a brush that has very stiff bristles, for they may cut the fabric.



6. Bluing

Bluing doesn't make clothes white - it only covers up the yellow or gray tinge that white clothes accumulate when they are washed in hard water or are insufficiently washed or rinsed. Bluing comes in several forms: liquids, powders, and cubes that are used in the final rinse water, and in soap flakes that blue while washing. Whatever kind you use, follow the directions on the package and make sure it is well mixed with the water to prevent streaking.

7. Starch

There are several types of starches for cottons and linens. The new so-called permanent starch will stay in the clothes for a half-dozen or more washings and is a time saver. Too, there are new spray starches that can be applied as one irons the clothing. Whatever starch you use, always follow the suggestions on the package or bottle and measure accurately. In general, heavy fabrics require less starch than light ones.

Wring clothes quite dry before using a liquid starch and have enough liquid to cover the clothes well. Starch the garments first that require the stiffest starch, then dilute the starch for things that need only a light starch. Wring out the excess starch and hang the clothes out immediately.

With permanent starch, clothes will not feel stiff before ironing but after the heat of the iron touches the starch you can see and feel the stiffness. Don't use permanent starch in too strong a solution until you have learned how to use it.

8. Clothes Basket

The new lightweight plastic clothes baskets are easy to handle and come in many attractive colors. Always keep the basket clean.... wash it outside and inside as needed with a damp cloth and detergent solution.

In a dry climate, an occasional spray wash (outside of the building) may help to prolong the life of bamboo or split-wood baskets.

9. A Place to Dry Clothes

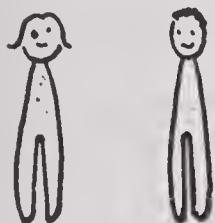
A clothesline inside or outside; a rack, or a dryer.

10. Clothes Hangers

You may need some clothes hangers for clothing that is "drip-dry" and for some robes and dresses.



11. Clothespins



Plastic clothespins are smooth and won't discolor when wet as wood ones do. Plastic clothespins also come in beautiful colors.

12. Pants or Slacks Form

After you have laundered pants or slacks, they will dry in shape on forms or stretchers and require little or no ironing.

13. Dry, Clean Bath Towels

Some clothing may need to be rolled in a bath towel to absorb the excess moisture.

APPROXIMATE TEMPERATURES OF WATER USED IN LAUNDERING

Regular White

Machine Washing: 140° to 160°. Hotter than the hands can stand.

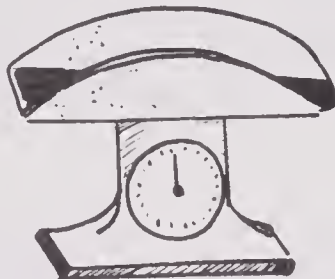
Hand Washing: Hot as the hands can stand.

Regular Colored Clothes: Warm.

Delicate, wash-wear and wool: Cool to cold.

Laundry and Sewing

APPROXIMATE WEIGHTS OF DRY SOILED CLOTHES

<u>Load</u>		<u>Weight</u>
1 twin sheet		1 lb.
1 double sheet		2 lbs.
3 pillow cases		1 lb.
1 pair jeans		1 lb.
6 hand towels (small)		1 lb.
3 bath towels		1 lb.
3 to 4 slips		1 lb.
2 men's shirts		1 lb.
4 boys' shirts		1 lb.
2 to 3 girls' dresses		1 lb.
3 to 4 small girls' dresses		1 lb.
Mattress pad		1 lb.
Wash only one at a time.		

SOME SUGGESTIONS FOR WASHING CLOTHES

1. Wash clothes before they are badly soiled.
2. Mend rips or tears before washing.
3. Be sure to remove any spots or stains before you wash the clothes. Washing may "set" the stain. See: Removing Spots and Stains from Washable Fabrics.
4. Sort the clothes. Wash white clothes together and colored clothes together. One way to sort clothes for separate washing is:

Denim or dark work clothes, dark socks

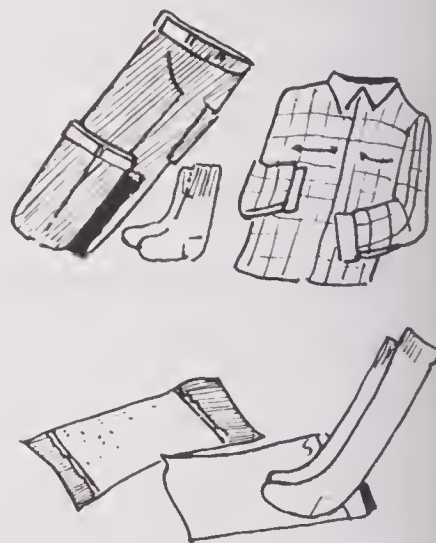
All white cottons and linens

All colored lightweight cottons and linens

Light colored rayon, nylon and drip-dry

Colored nylons and drip-dry

5. If clothes are badly soiled, soak them before washing.
6. An occasional use of bleach, used according to manufacturer's directions, will help to keep white clothes clear and bright. Do not use chlorine bleach on wash-wear, rayon, and certain other materials.



7. Always rinse clothes thoroughly. Gray or dull colors are usually the result of poor rinsing.
8. Wash-wear clothing is not put through a clothes wringer. Wring these items little, if at all, and put on hangers to dry. Fasten all buttons and fasteners and pull the garment into shape.
9. Sweaters and girdles last longer and look better if washed separately and rolled in a towel. While damp, they are taken out of the towel and put on a dry towel to dry. Pull gently into shape.

WASHING CLOTHES BY HAND

You know how to sort and separate clothes, how to treat spots and stains, and the right water temperature for the clothes you are going to wash.

If you have time you will save yourself some hard work by soaking the clothes in lukewarm detergent water for about 15 minutes before you wash them. Then you can wring the clothes out of the soak water - or let it run out of the tub - and some of your clothes will be almost clean and all of them will be easier to wash.

1. Cover the clothes with water of the right temperature. Add some detergent - but don't make a thick suds. Use a stick - such as a piece of clean broomstick that has a rounded end and no splinters - to move the clothes around and push them up and down.
2. Pick up each piece of clothes and look at it - it may need more washing. Use a brush to scrub soiled places such as neckbands, the insides of cuffs, and any spots that do not come out easily.
3. Have the rinse water ready - you may have to rinse the clothes in three waters to remove all of the detergent or soap. Clothes that are washed in hot water are rinsed first in hot or warm water. The other rinses can be warm or cool.
4. Wring the clothes out of the wash water and put them in the first rinse water. Use the stick to move the clothes around and up and down. Use more fresh water and rinse until all detergent or soap is out of the clothes.
5. If you hang clothes outside to dry on a sunny day you don't need to wring too hard. After you hang them, wring the excess water from the lower edge.
6. If you hang clothes inside to dry you will need to wring out most of the water to keep it from dripping on the floor. Clothes dripping on a concrete floor with a drain probably won't need a

Laundry and Sewing

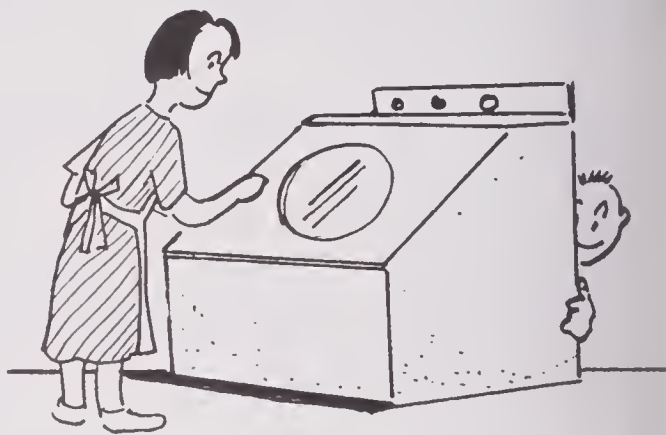
paper under them. Protect other floors by spreading papers under the clothes.

7. Be sure to empty, clean, and dry the tubs. Scrub them with a damp cloth and some detergent. Use a scouring powder on stains that are hard to remove. Rinse well. Dry.

USING THE AUTOMATIC MACHINE

Cautions

1. Always follow the manufacturer's instructions.
2. Overloading and using too much detergent will ruin an automatic washer.
3. The weight of the load the manufacturer recommends is the heaviest weight the washer can handle. It is better to underload than to overload.
4. Some manufacturers recommend using only a low-sudsing detergent. If a sudsing detergent is used, a 2" suds is ample.
5. Do not use soap in automatic washers.
6. Dry cleaning fluids such as kerosene or gasoline are never used in a washer.
7. Never leave a machine for any length of time while it is operating. If necessary to leave, pull control to "off." Upon re-turning, push control to "on."
8. Electric washing machines must be grounded.



To Operate the Machine (Follow manufacturer's manual)

1. Plug machine cord into electrical outlet. Turn on hot and cold water valves all the way.
2. Select correct water temperature for clothes being washed.
3. Load machine. Know the pound capacity of the machine. Do not overload.

Laundry and Sewing

4. Add detergent. Do not use too much detergent. Try not more than 1/2 cup for experimental purposes. An active suds of 2" is ample for any wash. Follow manufacturer's instructions for adding bleach.
5. Select washing time. Turn on washer. Washer will automatically wash, rinse, and stop. Do not manipulate dials; let washer complete the cycles naturally.
6. When washing is completed, remove the clothes and turn off hot and cold water valves.
7. Clean the washer by wiping inside and out with a damp cloth. Wipe both sides of lid. Rub with dry cloth. Leave open to dry.
8. Some washer manufacturers recommend disconnecting the electrical cord. This is always a good practice in a dormitory where elementary children are housed.

USING THE WRINGER OR CONVENTIONAL MACHINE

1. To operate, be sure to follow the manufacturer's directions.
2. To fill the washer, use a short length of hose. This makes lighter work than the use of a pail. Fill the washer to the water line indicated on the machine. Have water of the correct temperature for clothes to be washed. See Approximate Temperatures of Water Used in Laundering.
3. Start the machine. Add detergent (or soap). Use only enough detergent to maintain about a 2" suds.
4. Put clothes into the washer, being careful not to overload. The clothes should turn over regularly for a good washing action.
5. While the clothes are washing, prepare the rinse tubs. Three tubs of rinse water are generally needed. The first rinse water should be about the same temperature as the wash water to remove soap or detergent. The last two rinses should be lukewarm. Bluing may be added to the last rinse.
6. Before using the wringer, check the safety release to be sure it is working correctly.
7. In wringing, fold clothes so that buttons and fasteners are turned in, spread clothing evenly over the length of the rolls to prevent bunching and unnecessary wrinkling. If a garment starts to wind around the wringer rolls, release the wringer at once. Lift the rolls and unwind the garment.

Laundry and Sewing

8. Clean the machine after use; drain the tub; flush inside with clean water. Let machine run while draining.
9. Disconnect the electrical cord. Then clean the agitator and sediment trap.
10. Release the pressure on wringer rolls by tripping safety release lever.
11. Wipe entire washer and lid with damp cloth. Dry.
12. Wipe outside of machine as needed with damp cloth and detergent solution. Dry. Leave lid open so that interior may dry thoroughly.

Cautions

1. The wringer of a washing machine is always to be used with care. Students under sixteen years of age should never operate a wringer.
2. Dry hands thoroughly before touching electrical switches.

HANGING THE CLOTHES TO DRY

1. Shake clothes into shape as you hang them to remove wrinkles.
2. Hang white clothes in the sun if possible. Hang colored clothes out of the sun.
3. Hang drip-dry clothing on hangers. Smooth into shape. Button to prevent wrinkling.
4. Hang slacks and skirts by the band. Slacks may be put on "stretchers" to dry; this will make ironing easier.
5. Hang blouses and shirts by the tails; put about 4" over the line and put clothespins at the seams. With T-shirts and men's under-vests, hang the tails about 12" over the line. Pin at seams.
6. Dresses and robes are smoothed into shape and hung on rust-proof hangers. If they can't be placed on hangers, hang on the line by putting the waist over the line and pin at the waistline.



7. Smooth out socks and hang by the toes.
8. Hang sheets by bringing the hems together - hang about 1/3 over the line. Pin at the ends and center.

Fold articles carefully when you take them from the line to prevent wrinkling. Some articles need no ironing. Others may be ironed when almost dry.

DRYING CLOTHES BY MACHINE

1. Study manufacturer's manual. There are many types of dryers.
2. Set the time control and heat selector according to fabric. Don't overdry.
3. Put in clothes. Do not overload. Close door.
4. To stop the dryer at any time, open door. To resume drying, close door. Dryer will shut off automatically when time is up.
5. Detach cord from electrical outlet. Take out clothes. Fold clothes.
6. Wipe inside of dryer with damp cloth to remove lint and dust. Wipe outside of dryer with damp cloth.
7. Follow the manufacturer's instructions for cleaning the lint filter and water tray. A build-up of lint may cause a fire.

Cautions

1. Electric dryers must be grounded and vented.
2. Gas dryers must be vented.
3. Leave a window partially open while any dryer is operating.

SPRINKLING THE CLOTHES TO IRON

Clothes properly sprinkled are easier to iron. A bottle with a sprinkler top is easy to use. (The sprinkler top may be purchased at the dime store and will fit a soft drink bottle.)

Use warm water; sprinkle lightly and evenly. Fold the clothes and place in a lined basket or cover with a heavy towel; allow to stand at least an hour before ironing to distribute moisture evenly.

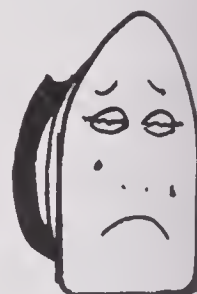
Laundry and Sewing

In hot, damp weather, iron clothes the day they are sprinkled to prevent mildewing.

SOME EQUIPMENT AND SUPPLIES NEEDED FOR HAND IRONING

1. An Iron

There are three main types of electric irons: the dry iron, the combination dry and steam iron, and the steam iron. The dry iron is used for all general ironing. The steam iron is used for pressing woolens, steaming velvets, and much of the light touching-up which may be all that is needed for certain materials. The combination iron may be used as a dry or steam iron.



Sad Iron

Use the iron near an outlet - don't use an extension cord.

Have iron at proper temperature for fabric being ironed.

Set iron on stand or tilt back on heel rest when not in actual use.

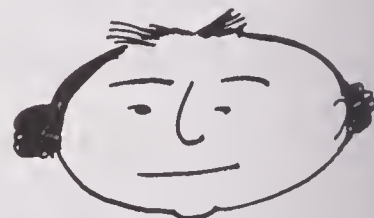
Empty water from the steam iron when the ironing is finished and keep the iron connected for a few minutes to dry the steam mechanism.

Disconnect iron when not in use, and always disconnect when leaving the room. Hold plug firmly. Do not pull or jerk the cord.

Be sure that an iron is cool before storing.

Replace cords that have frayed edges or broken plugs.

In dormitories and schools, all outlets for irons should be equipped with safety lights.



Cool

There are several good ways of cleaning the soles of irons:

Wipe warm iron with a damp cloth. Follow by rubbing with a clean dry cloth.

Run warm iron over waxed paper. Wipe off excess wax with a clean, dry cloth.

For hard-to-remove stains, rub with a damp cloth and a little non-abrasive cleaning powder or a slightly moistened soap pad, then run the iron over waxed paper and follow by wiping with a clean, dry cloth.

2. An Ironing Board, Pad, and Cover

A good ironing board is adjustable in height so that it may be set to fit the user. Asbestos or fireproof materials make good pads. The cover is made of removable, washable material, pulled tight and fastened securely by attached strings or clips.

The bases and frames of boards may be cleaned by wiping with a damp cloth wrung from a detergent solution. Dry.

Remove and replace pads and covers as needed. A soiled or scorched cover may discolor the article being ironed.

Cautions

The heavy ironing boards in use in many dormitories have cast iron bases, and if overturned, a child or employee may be injured or the base of the board may break. These boards are bolted to the floor.

3. Clothes Racks and Hangers

Have a clothes rack and ample hangers handy and hang garments after ironing. Clothes have fewer wrinkles if they are fully dry before they are put away.

4. Press Cloth

A heavy muslin cloth about 12" square, used when ironing woolens, is not needed when the steam iron is used.

5. Sprinkler Bottle

To dampen spots on clothes that get too dry to iron well. Use the same one you used when sprinkling the clothes.

6. Clean Cloth or Sponge

Dampen with the sprinkler bottle and use as you iron to help smooth out dry wrinkles in the clothes.

IRONING THE CLOTHES

1. Have a clean ironing board cover and the board adjusted to your easy working height. Set the iron at the temperature shown on the iron for the clothes you are to iron. Remember to change the heat control when you iron different fabrics.
2. Have fabrics evenly damp for best results.
3. Close all zipper fasteners before you begin ironing. Ironing zippers open will ruin the fastener. Be sure to move the iron around buttons and snaps. This will prevent mashing the snaps, loosening the buttons, and scratching the iron.
4. Iron with straight strokes and with the straight of the fabric weave.
5. Iron light colored cottons and linens on the right side; dark colored linens and cottons on the wrong side; wool, silks and synthetic fibers on the wrong side. In ironing flatwork, don't always fold and iron in the same place. The ironing on the fold will eventually cause the fibers to break.
6. When ironing dresses, blouses and shirts, iron the small parts like collars, sleeves, and facings first. Iron pockets on the wrong side; iron again on the right side when you iron the front.
7. To iron trousers or slacks, first iron the inside, then the outside, of the waist band, the fly, and the pockets. Then lay the trousers in shape with the inside leg seams matching; this places the creases on the outside. Iron first one complete side. Turn over and press the other side. Lay one trouser leg back and iron the inside of the leg all the way to the waist band. Take care that the crotch area is ironed smoothly. Turn the trousers over and iron the other inside leg.
8. To press a wool garment, use a smooth press cloth - the heavier the better. Dampen it evenly with the sprinkler bottle or another cloth or sponge dipped in warm water and squeezed lightly. Place the garment on the ironing board with the weave straight. Put the press cloth over it and press down lightly with the iron. Don't move the iron around but pick it up and press it down in a new place each time. Don't try to iron wool really dry. Hang on a garment hanger to dry.

USING AN IRONER (OR MANGLE)

The ironer has switches for control of motor and heat. The rotation of the roll may be operated by the knee, foot, or hand. A manually operated safety release is provided. Follow operating instructions given in user's manual.

Occasionally rub the shoe with a piece of waxed paper. Remove any smears of starch or corrosion with a damp cloth and very fine steel wool. When the padding becomes packed and is no longer resilient, remove it, fluff and replace in reverse position, or add new padding. Wash muslin cover as needed. Replace when needed.

REMOVING SPOTS AND STAINS FROM WASHABLE FABRICS

Household bleaches for laundry use are obtainable in two main types: (1) for use on linen and cotton fabrics and (2) for use on synthetic fabrics.

Be sure you know the kind of fabric that is stained, and if you use a bleach, use the right one for the fabric. Always read and follow the directions on the bottle or package.

Any bleach weakens the fabric to some extent. Use only as needed and be sure to rinse well.

To remove spots and stains from non-washable fabrics, take the item to a dry cleaner. It is very dangerous practice to attempt to use dry cleaning solvents.



Keep Your
Fingers XD

Beverages: Coffee, tea, soft drinks

Spread over a bowl, pour boiling water through the stain. May have to use household bleach.

Blood:

Soak in cold water and wash in warm suds. On thick fabrics, such as mattress pads or blankets, sponge the stain with cold water, then spread stain with paste of cornstarch and water. Let dry - brush off. Repeat if necessary.

Laundry and Sewing

Candle Wax:

Scrape off with dull knife. Put fabric between paper towels or blotters. Press with warm iron.

Carbon Paper: See Grass.

Chewing Gum:

Rub gum with ice. Pick off. If traces of gum remain, soften with egg white. Launder.

Chocolate and Cocoa:

Sponge immediately with warm water. Wash immediately. With quick handling, these stains will usually come out in laundering.

Coffee: See Beverages.

Cream: See Grease.

Dyes:

Use laundry bleach. Wash immediately. Rinse well. In light colored clothing when the dye stain cannot be removed, consider tinting the garment.

Fingernail Polish:

On fabrics other than rayon and acetate, remove with nail-polish remover. Remove remaining stain with laundry bleach. Use the right bleach for the fabric.

Fruit and Berry:

Sponge stain with cold water. Apply a few drops of white vinegar to the stain and rinse thoroughly. If fabric is linen or cotton, stretch over a bowl and pour boiling water through the stain.

Glue:

Sponge with warm water, then with white vinegar. Wash in warm, sudsy water.

Grass:



On washable fabrics, lubricate the stain with a mild liquid detergent. Rub the detergent into the spot and leave for 1/2 hour. Then work the spot with the fingers or a brush. Wash. Rinse well. (Don't use soap; soaps contain alkali and will set grass and many other stains.)

Grease:

Rub with cooking fat. Let stand a few moments. Wash as usual.

Ink:

See Grass.

Iron Rust:

Use household bleach on linen and cotton.

Lipstick: See Grass

Mercurochrome:

Treat promptly. Blot with clear water. Bleach if necessary.

Mildew:

Laundry. Dry in the sun on the grass. If stain remains, use laundry bleach.

Milk: See Grease.

Perspiration:

Sponge stains with warm water to which a few drops of white vinegar are added. Laundry promptly. If stain remains, bleach in the sun or use household bleach.

Sugar and Syrups:

Pre-soak in clear water.

Tar and Road Grease: See Grease.

Tea: See Beverages.

Urine:

Sponge with water and vinegar solution.

Laundry and Sewing

Vomit:

Remove excess. Rinse and remove in cool water. May have to use household bleach to remove stain.

SEWING MACHINES - ELECTRICALLY OR MANUALLY OPERATED

Operation:

1. Study the manufacturer's book of instructions. Know the machine. There is a set of instructions for every kind of sewing machine.
2. For good sewing results, use needle and thread of the correct size for the fabric. A chart in the machine handbook will tell you what sizes to use.

Care:



1. Proper oiling is the most important thing in machine care. Follow instructions carefully and oil in every place directed by the manual. Use the oil recommended by the manufacturer. In oiling the motor, use only the grease recommended by the manufacturer and oil only as recommended.
2. The slide over the bobbin case is always kept closed when the machine is in operation.
3. After every use dust the machine with a soft paint brush to remove threads from feed dog, bobbin case, and shuttle. It is a good plan to keep a small paint brush in the drawer of the machine to use in brushing away thread and lint.
4. Dust frame and body frequently with clean, lintless cloth. Do not use an oiled cloth.
5. Keep all drawers clean and in orderly arrangement with like items together.

Cautions:

1. Never operate the machine without cloth under the presser foot.
2. In using electric machines, always disconnect plug from electric outlet when sewing is completed.

Laundry and Sewing

Additional information on laundry and sewing may be obtained from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. See titles below.

Laundry:

Home Washing Machines, Operating Characteristics and Factors Affecting Performance, #A1.36:1088, 15¢

Laundry, Bureau of Ships Manual, Chapter 35, #D211.7:35/956, 15¢

Washing Machines, Selection and Use, #A1.77:32, 15¢

Stain Removal from Fabrics, #AW1-26

Sewing:

Sewing Machine Cleaning and Adjusting, Farmers Bulletin #1944, 15¢

ABC's of Mending, Farmers Bulletin #1925, 15¢

Fitting Dresses, Farmers Bulletin #1964, 15¢

Making a Dress at Home, Farmers Bulletin #1968, 15¢

Pattern Alterations, Farmers Bulletin #1968, 15¢

Clothing Fabrics, #A.1.87:1, 25¢

You can also write for free leaflets to:

National Cotton Council, Box 9906, Memphis 12, Tennessee
Educational Bureau of Coats and Clark, Ind., 430 Park Avenue,
New York 22, New York
or to the Extension Service of your State University



CHAPTER 14

WE PLAN AND CONDUCT A CONFERENCE

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WE PLAN AND CONDUCT A CONFERENCE

WE KNOW THE INSTRUCTION NEEDED

Instruction is always determined in terms of, "What teaching do the employees need in order to do the jobs most effectively?" Employee suggestions form a most important basis of instruction. Sometimes, though, we may need help and are not aware of the need. We may be doing a job a hard way when there is an easy way --- we may fail to use pieces of equipment properly and for the many purposes for which they were designed --- we may need supervisory help. By observation and conferences with employees, the supervisor, along with the employees, lists the important instructional needs.

With new buildings and untried equipment, training may very well include all facets of instruction.

A COMMITTEE IS APPOINTED

The committee has the responsibility for planning, organizing and steering the conference. From this group a chairman is selected.

WE CLEAR THE WAY FOR THE CONFERENCE

All arrangements are made through the local, agency, and area administration. Steps in clearing the way are a matter of policy.

WE PLAN FOR AMPLE TIME

Ample time for instruction and demonstrations must be planned if the conference is to be effective. In facilities that are in operation, the vacation periods provide a good opportunity when children are away and few interruptions are likely to occur.

In new facilities, the instruction should be held after the equipment is in place and before the buildings are put into operation. In the small schools, less than a week's time has proved inadequate.

WE PLAN THE GROUPING

1. Demonstrations:

Instruction can only be effective when the groups are small enough for individual participation and there is ample space for all to see and hear well. The size of the groups must finally be dependent upon the number taking instruction and the available experienced leadership. From 10 to 20 people - less but not more - form good sized groups if adequate space is available.

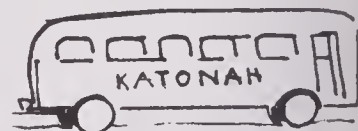
We Plan and Conduct a Conference

In cases where the size of the groups is too large for all to see and hear well, it is best to schedule two or more group sections.

2. Lectures and Addresses:

When special lectures, addresses, round table discussions, and the like are scheduled, the audience size again will depend upon all being seated so that they can see and hear well.

WE ASK FOR HELP



Consultants for the conference may be requested from the Local, Agency, Area, and Central Offices. Public Health officials may have much to offer. Manufacturers' representatives, when a particular item of their equipment is in use, may be called upon for demonstrations in the uses and care of their equipment. Interior decorators may be helpful with suggestions for improving the attractiveness of the surroundings.

Consultants are not limited to a group or groups. The idea is to choose those who best meet the need.



WHAT IS THE PART OF THE EMPLOYEE?

The part the employee takes is the most important one in the conference and must be an active one if the instruction is to be successful and lasting.

Demonstrations and activities in which the employees participate provide the most effective learning. Instruction gains in value and interest when one has an opportunity to "show and tell" what he can do. (He must have an opportunity for help and practice beforehand so that he is prepared and confident.)

The local chairman in charge of the conference may call on the group members for volunteers who will be given special instruction and carry out specific demonstrations before the group. It is especially good if all participants have an opportunity at some time during the conference to take such an active role. The local leader, because of his knowledge of employees, may help in guiding committee membership, seeing that all committees have a balance of weak and strong members.

The size of the demonstration committee will depend upon the amount of work to be done. Generally three to four members are ample.

WHAT IS THE PART OF THE CONSULTANT?

In working with the chairman and other leaders, the consultants help to determine teaching methods, to set up time, date, and location designations for special demonstrations and thus carry an active role in the

We Plan and Conduct a Conference

preparation of the completed agenda. After the committees have been chosen, the specific consultant instructs the persons with whom he will be working and serves as a consultant to them.

A few demonstrations may necessarily be handled by leaders. However, these instances should be few if adequate planning and instruction of committees takes place before the actual conference.

The leader makes certain that: (1) the committees are prepared and that all members know the time and place for the demonstration; (2) no last-minute details have been overlooked. He helps the committee to: (1) arrange all materials and equipment and set them up for easy access, (2) see that visual aids, if used, are at the front or where they may readily be viewed by all, (3) check the room for adequate heating, ventilation, and light; (4) see that pass-out leaflets or sheets are ready and are given out at the appropriate time. The leader opens the demonstration session by stating the objectives.

While the actual demonstration takes place, the consultant remains in the background, yet is near enough to answer any questions the committee may need to refer to him and to guide and stimulate if the need arises. He does not interrupt nor question unless the methods are incorrect. He must be alert to the needs of a few stimulating and encouraging remarks if the demonstration lags.

When the demonstration is over, the consultant calls for questions, summarizes all steps in the order in which they were demonstrated, and objectively evaluates. He works with the committee in putting away all materials and equipment, and in setting the room in order.

NOTE:

Every demonstration requires careful preparation and follows a carefully organized sequence of steps. Organization and practice are "musts" if the demonstration is to be successful. Specific purposes are kept in mind. One thing is demonstrated at a time. Rehearse every step of the operation. This means the consultant must know the equipment and the techniques. Remember that a poor demonstration is worse than none at all.

In preparing for the demonstration, safety practices, precautions, rules, and regulations are emphasized. These are again reiterated during the final demonstration.

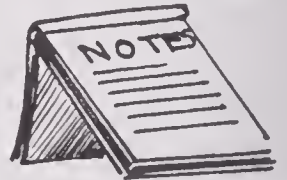
For detailed steps in preparing employees to give a demonstration, refer to leaflet, "How to Teach a Child How to Do a Job Well," Minimum Essential Goals for Everyday Teaching in Indian Schools....1952. While

We Plan and Conduct a Conference

this was specifically developed for training a child, the material was taken from management training material and the major steps are entirely appropriate for teaching adults in new methods.

WE PREPARE AND DISTRIBUTE THE FINAL AGENDA

This is a complete over-all plan for the conference and the total breakdown by date, location, time, committee members, and consultants by subject. As a general guide it is well to arrange for five to ten minute breaks between sessions. The agenda should be sent in advance to all persons who will be in attendance and participate.



WE KEEP NOTES

It is well to have someone take notes of the work done by each group. The secretary may volunteer or be chosen by the consultant. If there is no available help, the consultant will want to keep a summary of all work in order to be ready to participate in the general conference summary.

THE CONFERENCE MOVES ALONG SMOOTHLY

The actual conference moves along smoothly if there has been adequate preparation. Following the agenda is a matter of timing and of every participant being aware of the time and place for meetings.

DO WE AWARD CERTIFICATES?



The standards for the awarding of training certificates should be determined upon the basis of time spent and comprehension of the instruction. Since copies of the awards become part of the employee's personnel file and may affect transfer or advancement, the awards should not be given without serious consideration. When a question arises as to understanding and instruction being adequate, it is well to withhold all awards.

Certificates of training are available upon request from the Area Director, Anadarko, Oklahoma, Attention: Chilocco Indian School.

WE EVALUATE, SUMMARIZE, AND REPORT THE CONFERENCE

A time is set for section meetings of employees and consultants immediately following the completion of the conference for a general evaluation. The reaction of the employees is important and their views are most valuable in planning subsequent conferences.

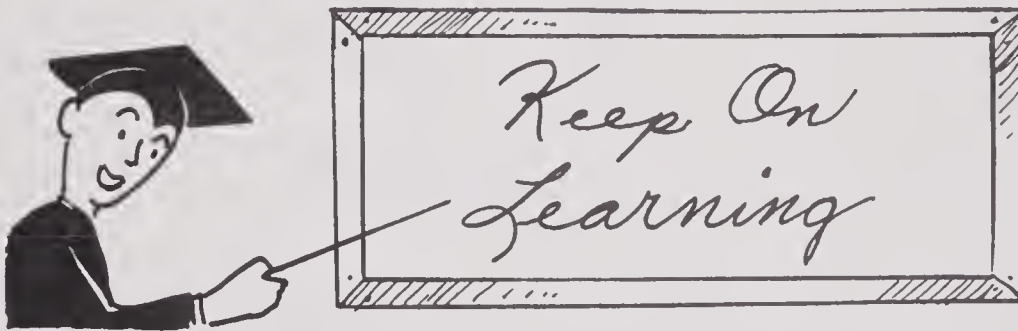
We Plan and Conduct a Conference

The consultants, the leader, and a committee of employees prepare a short written summary of work covered. An evaluation of strengths and weaknesses is included. Copies are sent to the Area Director, the Chief, Branch of Education, Superintendent, and other key persons.

It is well to consider compiling a complete report of the conference for distribution to all participants. A report of this type may well cover all pertinent instruction given during the conference and serve as a guide and reference during the coming year.

WE FOLLOW UP

We keep aware of and follow the good practices learned during the conference. Good habits are established by use.



CHAPTER 15

SUGGESTED CLEANING EQUIPMENT, MATERIALS, AND SUPPLIES

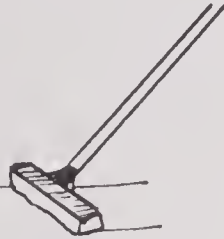

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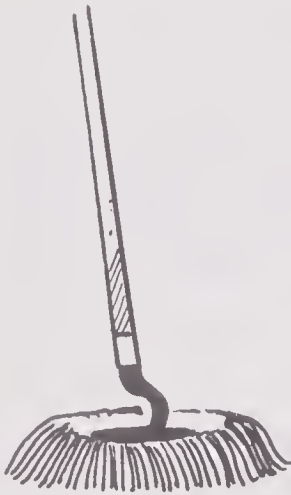

SUGGESTED CLEANING EQUIPMENT, MATERIALS AND SUPPLIES

SUGGESTED CLEANING EQUIPMENT


Determine a handy location for storage of all equipment. After use always clean, return to storage, and store properly.

ITEM	USE	CARE
<u>APPLICATOR</u>		
<p>With long handle.</p> 	Applying wax.	<p>Remove pad from block after each use. Wash in warm detergent water. Rinse. Shake to remove water. Replace on block to prevent shrinkage. Hang to dry.</p>
<u>BASIN</u>		
Rectangular or oval. Size adequate for dipping applicator.	Holding small quantity of wax while applying. Do not pour unused wax back in large container.	Wash in warm detergent water. Rinse. Dry. Store.
<u>BOTTLE</u>		
Plastic squeeze. Quart size.	Squirting liquid on mops or on surface to be cleaned.	Wash occasionally. Dry.
<u>BROOM, CORN</u>		
<p><u>Light</u> weight for student use.</p> <p><u>Medium</u> weight for adults.</p>	<p>Certain room cleaning and brushing up in small areas.</p> 	<p><u>Care of all corn brooms:</u> Soak new broom in clear water before using it the first time. Shake to remove excess water. Hang to dry before using. Never stand broom on straws in storage. Wash as needed in warm detergent solution. Shake free of water. Hang by handle.</p>


Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
BROOM, HEARTH OR TOY		
Body length 12" to 13".	Brushing trash into dust pan. Length of handle makes use convenient.	As above.
BROOM, YARN		
Channel head. Rectangular. Metal handle. Untreated filler. 18" head recommended for sweeping offices and classrooms. GSA #7920-313-9184. (Replacement filler, #7920-313-9187) 36" head recommended for sweeping large areas, such as auditoriums and corridors. GSA #7920-313-9185. (replacement filler #7920-313-9189)	Used for "Sweep Mopping" or dusting of all floors. <u>See Floor Care</u> , p. 87	Clean daily after use by removing dust and lint. Wash as needed. Store with head off floor.
 		
BRICK, SCOURING		
With holder.	Cleaning heavy duty range griddles.	Remove soil, wipe brick and holder clean. Wash holder as needed.
BRUSH		
Bottle	Cleaning drain spouts of cooking equipment.	Wash in hot detergent water. Shake to remove excess water. Hang.
Counter	Brushing window sills etc. Brushing soil into dustpan.	Remove dust. Hang. Wash occasionally. Dry.

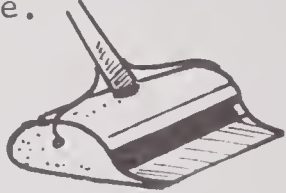
Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
BRUSH - Cont.		
Deck	Heavy scrubbing	Same as Counter.
Dishwashing or Vegetable	Brushing soiled dishes under spray, etc. Many uses.	Wash with hot water. Dry.
Fountain	Washing outside windows in large areas.	Wash. Dry. Hang
Gong Short & long handled.	Severe scrubbing and scouring of metal surfaces.	Wash. Dry. Hang.
Nylon Bristle Hard rubber w/o handle. Equal to Sparta-Viking #43.	Cleaning ovens in areas easy to reach. Brushing soiled dishes under spray.	Wash. Dry. Store with bristles up.
Oven W/brass wire bristles and steel scraper and maple block. Equal to Dohrmann #9D368.	Cleaning ovens in hard-to-get-at areas such as beyond easy arm reach.	Wash. Dry. Hang.
Radiator 	Dusting and brushing in hard-to-reach places, such as under or behind radiators. Use vacuum cleaner w/ crevice tool when available.	Remove dust. Wash occasionally. Dry. Hang.

Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
BRUSHES - Cont.		
Scrubbing Household. Hand size.	General cleaning. Wash- ing waste baskets, gar- bage pails.	Wash. Dry. Store with bristles up.
Toilet	Cleaning toilets and urinals.	Rinse. Hang.
Venetial Blind 	Dusting venetian blinds.	Remove loose dust. May need to wash occasion- ally. Hang.
Wall and Ceiling Horse hair. Long handle.	Removing cobwebs, dust and high soil.	Remove dust. Hang. Wash as needed.
BUCKET		
Water Light weight.	For carrying water to cleaning areas.	Wash with hot water and detergent. Rinse. Dry. Store.
Mop, w/wringer and casters. <u>Light</u> duty: 16 qt. <u>Medium</u> duty: 20 to 25 qt.	Mopping floors.	As above.
CART		
Janitor's	Transporting janitor's supplies.	Wipe frame with damp clot wrung from detergent water. Dry.
Waste Collector or Truck.	Collecting trash from waste receptacles in large facilities.	As above.

Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
CUP, MEASURING		
8-ounce	Measuring detergents, compounds, etc.	Wash as any utensil.
DUSTPAN		
Long handle. Lobby type.	Holding trash and debris in cleaning. Long handle expedites work.	Remove loose dust after every use. Clean with damp cloth. Hang. Wash as needed.
Short handle. Household type.	Holding trash in cleaning small areas where storage space for cleaning equipment is very limited.	As above.
		
LADDER		
Step, aluminum 6'.	General.; For reaching high places.	Clean with damp cloth. Store.
MOP		
Sponge. Self-wringing, such as O'Cedar.	Mopping in small areas. Emergency on-hand use, such as in dining areas to quickly mop up spilled liquids. Applying liquid wax.	Wash after each use. Wring as dry as possible. Hang with head down.
Cotton, untreated. Various sizes.	Dusting floors. Also used in "Sweep Mopping" See <u>Floor Care</u> .	Remove loose dust and lint after each use. Wash as needed. Hang by handle.
Cotton string.	Wet mopping in various areas.	Wash with hot suds after every use. Wring dry as possible. Hang by handle.

Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
<u>MACHINE FLOOR POLISHING</u>		
With all brushes. <u>Commercial model.</u> <u>Household model.</u>	General bare floor care. Polishing, scrubbing and buffing.	Wipe cable with damp cloth Wind cable around hooks in form of figure 8. Wipe frame and motor case w/clean dust cloth. Wash brushes in warm water and detergent when soiled. Dry brushes naturally w/ bristles up.
<u>SPATULA</u>		
Heavy duty.	For cleaning burned- on refuse from ovens, etc.	Wash and care for as a cooking utensil.
<u>STOOL, STEP</u>		
Non-skid.	For reaching places just above normal reach.	Clean with damp cloth. Keep in handy location.
<u>SQUEEGES</u>		
W/handles and blades Metal w/rubber blade and metal frame. 10", 12", or 16" width blade.	Window cleaning.	Wipe handles with damp cloth. Wash blades. Dry. Store.
<u>SWEEPER, CARPET</u>		
	Light, quick sweeping of floors.	If threads or strings are wound around the brush, cut them with scissors and pull them out. Empty pan. Wipe with damp cloth. Store hanging flat.

Suggested Cleaning Equipment, Materials, and Supplies

ITEM	USE	CARE
TOOL KIT, KITCHEN		
W/hammer, pliers, screw driver, scissors, etc.	Minor repair jobs.	Return each tool to kit after use.
VACUUM CLEANER		
Commercial model, w/all attachments.	A most important piece of equipment when supplied in adequate numbers and properly used. Will eliminate much dry dusting.	Clean all used brushes w/the vacuum. Empty dust container. Wind cord. Wipe entire assembly w/dust cloth. Store.
Household model.	As above. Cleaning in small areas such as the home and dormitory cubicles. Purchase tank cleaner for general cleaning - upright model for rugs.	Clean machine as above. 1. When paper bags are used, dispose of bag when approximately 1/3 full of dust and lint. Replace w/fresh bag. 2. When disposable bags are not available, clean bag when storing machine.
WRINGER, MOP		
Squeezer type.	For use with mop and bucket in mopping floors.	Wash with hot water and detergent. Rinse. Dry. Store.

To Order or Not





Suggested Cleaning Equipment, Materials, and Supplies

SUGGESTED CLEANING MATERIALS AND SUPPLIES


Please Note:

Flammable products, such as cleaning fluids and gasoline are not to be used in educational facilities.



Carbon Tetrachloride and products containing it are toxic and dangerous to health. Do not use in educational facilities.

ITEM	DESCRIPTION	USE
<u>APPLICATOR</u>		
	May be water mops, lambs wool blocks, cloths, etc.	Applying wax.
<u>BAGS</u>		
Waste	Washable cotton to fit large receptacles.	Lining large waste receptacles.
Paper	 Waxed or treated.	Lining step-on cans in isolation room, women's and girls' toilet rooms.
<u>BLEACH</u>		
	 Household, chlorine.	Removing stains from porcelain sinks, basins and cookware. Removing stains such as mildew from shower rooms.
<u>CLEANER</u>		
Toilet Bowl	Not required where the "all-purpose" cleaner is available for use.	Cleaning toilets and urinals.


Suggested Cleaning Equipment, Materials, and Supplies

ITEM	DESCRIPTION	USE
CLEANER - Cont.		
General Purpose	Non-abrasive. <u>Fine</u> Texture. 7930-243-5940, 1# can.	Scouring kitchen utensils, etc. Use any cleaner with caution.
COMPOUND		
Dishwashing, Machine	Type I-for hard water 7930-634-3443, 2# ctn. 162-9927, 50# bag 269-1277, 100# drm. 274-6251, 300# drm.	
Dishwashing Machine	Type II-for soft water 7530-162-9981, 50# bag 7930-269-1278, 100# bag	
Dishwashing Hand	For soft or hard water 7930-281-4731, 50# bag	Diswashing in three-compartment sinks.
Stain Remover	Oxygen releasing: 7930-282-0685, 25# drm. Chlorine releasing: 7930-512-9197, 65# cse.	Expecially needed for removing stains from plastic and china tableware. (Not for aluminum.)
Dust-Mop Treatment	Liquid. Emulsion. Ready to use. Recommended by General Services Administration Public Bldgs. Service, Washington, D.C. Comes in 1, 5, or 55 gal. containers. Item (GSA) 6850-664-0537.	Use sparingly on clean dust mop or yarn broom for dusting any floor. See <u>Floor Care</u> , p. 87 for directions for use. <u>Do not</u> use an oil emulsion compound.


Suggested Cleaning Equipment, Materials, and Supplies

ITEM	DESCRIPTION	USE
CLOTHS		
	Clean, absorbent, lintless, soft.	Many general purposes; dusting, wet and dry cleaning.
	Clean wool rags.	Polishing small floor areas and wood furniture.
DETERGENT		
	Household, mild. "Non-built", Mild or Gentle.	General use and washing dishes in pans.
	Household, laundry. Low sudsing.	Automatic washing machines.
	Heavy duty liquid. Equal to "Tig."	For use in cleaning pots and pans.
FULLERS EARTH		
	Can, commercial size.	Removing spots and stains from upholstery, etc.
OIL		
	Such as "Three-in-One."	Removing certain stains from plastic upholstery.
PADS, SOAP		
	Small and large sizes.	Use sparingly for cleaning grossly soiled or black spots on floors. Removing baked-on soil from utensils.
PAPER		
Wrapping	Kraft or equal.	Lining shelves and waste baskets.

Suggested Cleaning Equipment, Materials and Supplies

ITEM	DESCRIPTION	USE
PAPER - Cont.		
Newspapers		Lining waste baskets. Wrapping broken glass and wet items for disposal.
PEROXIDE		
	Bottle. Household size.	Removing stains from plastic upholstery.
POLISH		
Metal	Brass; copper; stain- less steel; silver.	Removing stains from metal. NOTE: There are some good "all-purpose" metal cleaners but do not use on stainless steel or on lacquered surfaces, silver, or silverplate.
Silver		Polishing flatware, acces- sories, silverplate, sterling and chromium. Use <u>no</u> abrasives. (Best care: Wash in hot, soapy water. Dry thoroughly.)
SALT		
Table		Removing corrosion spots from brass fittings.
Rock or Calcium Chloride		Removing ice from walks and steps.
SOAP		
Mild	Ivory or equal	Shampooing upholstery

Suggested Cleaning Equipment, Materials and Supplies

ITEM	DESCRIPTION	USE
SOAP- Cont.		
Saddle	Can	Cleaning leather furniture.
SODA		
Baking	Can	Cleaning refrigerators, freezers, percolators, urns, etc.
SPONGES		
Cellulose, synthetic, or vinyl.	Size to fit hand easily.	General cleaning.
STAINLESS STEEL WOOL		
#00		Use with care to remove stubborn spots on stainless steel equipment.
STEEL WOOL		
#00		Removing gross soil from kitchen utensils, corrosion from fittings and pipes. See <u>Pads</u> , <u>Soap</u> .
TOWELS		
Paper		Picking up water spots, damp soils, broken glasses; wiping certain surfaces, etc.

Suggested Cleaning Equipment, Materials and Supplies

ITEM	DESCRIPTION	USE
VINEGAR		
Household.	Gallon. Put small amount in jars or bottles for easy use.	Cleaning windows, removing scale on metal surfaces; scale and mineral deposits from bath tubs, lavatories, toilets, urinals, dishwashing machines, steam kettles, shower stalls, etc. Removing certain stains from upholstery and rugs. May also be used in rinsing wood floors.
WAX		
Water Emulsion	16% solids 1 or 5 gal. can 55 gallon drum	Waxing resilient and other floor coverings.
Solvent	Heavy-bodied liquid and/or a semi-solid paste.	Waxing wood furniture and floors. <u>Do not</u> use on resilient floor coverings, such as asphalt tile and vinyl. <u>Do not</u> use solvent wax on hardwood floors where water emulsion has been used.
Slip Resistant	Not shown in GSA catalog.	If quarry or terrazo tile floors are waxed, use only a slip resistant wax.

Suggested Cleaning Equipment, Materials, and Supplies

RECOMMENDED HOUSEKEEPING MATERIALS AND SUPPLIES FOR THE CLASSROOM TEACHER

The classroom teacher has an excellent opportunity to help students in forming habits of neatness in everyday living in the care of the surroundings. Because the students like and respect the teacher, they are eager to please. This attitude may be used to good advantage in developing skills and appreciation of surroundings.

In teaching and practicing neatness, the teacher needs a limited number of housekeeping materials on hand in small quantities. By no means should the supply add to the storage problem. Too, in the normal care of the classroom, few supplies are required.

MATERIALS AND SUPPLIES	HOW USED
1. Can or pan. About 1 gallon size.	Holding small amounts of water when cleaning.
2. Cleaner. Non-abrasive scouring powder. One small can at any time is ample.	Washing sinks. Small amount may have to be used on occasion for removing stains, such as finger paint or ink from floor and table tops.
3. Cloths, soft, or cellulose sponges.	Dusting, dry and damp. Removing spilled liquids, washing desks, table tops, sinks, etc.
4. Detergent, household. Small bottle.	Washing table tops, sinks. Removing stains.
5. Dust pan and dust brush or a hearth broom. One of each.	Sweeping up small areas such as around desks. Removing loose soil.
6. Paper towels.	Blotting up spilled liquids such as water, finger paint, ink, etc. Wiping out sinks. When crushed and slightly damp may be used for cleaning glass.

Suggested Cleaning Equipment, Materials, and Supplies

MATERIALS AND SUPPLIES

HOW USED

- | | |
|---|---|
| 7. Wax. Water-emulsion type.
Small quantity obtained from
custodial service. Pint bottle
is ample. | Occasional polishing of desk,
counter, chest surfaces. Removing
fingerprints from woodwork. May
be used in removing certain marks
from the floor surface. |
|---|---|
-

CHAPTER 16

FOOD SERVICE EQUIPMENT - INSTITUTIONAL

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FOOD SERVICE EQUIPMENT - INSTITUTIONAL

BUY GOOD EQUIPMENT AND GIVE IT GOOD CARE

The best worker cannot produce top performance unless adequately and suitably supplied with equipment for the jobs to be done. Kitchen utensils, equipment, and materials are the tools that make it possible for the employees to do the work efficiently. All equipment has a purpose and requires special care.

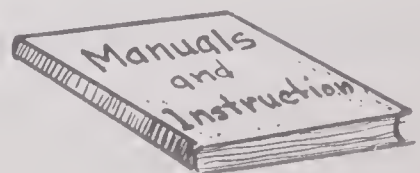
1. Know the performance needed. Buy equipment for specific purposes.
2. Buy items that can give top performance. The lowest priced may be the costliest in the long run.
3. See that equipment is installed properly.
4. Train competent individuals in the operation, use, and daily care of the equipment.
5. Insist on proper maintenance of equipment by trained mechanics. Operators are not mechanics.
6. Maintain a stock of expendable replacement parts.
7. Insist on good standards of performance from equipment. If performance is not the best that you can expect, find why.
8. Train employees in the use of cleaning materials and supplies. Remember that certain supplies are for certain jobs.

Are students employed in the institutional kitchen? At certain age and with good health and physical development there are some jobs that may be assigned to students. Be sure to discuss with your supervisor the jobs that students may and may not be assigned. Never take a chance on letting students do jobs that may be hazardous or beyond what may be expected of them.

FOLLOW THE MANUFACTURERS' MANUALS OF INSTRUCTION

The manufacturers of equipment prepare manuals of instruction for the use and care of practically all pieces of equipment. Careful attention to the manual and the following rules will help you to get the best service and longer life from equipment.

1. Never use or permit the use of a piece of new equipment until the manual has been studied and mastered step by step.



Food Service Equipment - Institutional

2. Follow the operational instructions every time the equipment is used.
3. Follow the instructions for cleaning, care, and storage after each use.
4. Get the most use from certain pieces of equipment by using for the various purposes suggested by the manufacturer.
5. File the instructions for all equipment in a handy location for reference near the place the equipment is used.
6. NOTE: In large establishments, two copies of the manufacturer's manual are needed and, in some instances, three copies:
(1) where the equipment is used, (2) maintenance office,
(3) principal's office.
6. If no manual comes with the equipment or additional manuals are needed, write the manufacturer giving the name of the equipment, the model number, and, if known, the year of purchase.
7. Lubrication is one of the most important steps in preventive maintenance of certain items of equipment. Know when and how to lubricate. The manufacturer's manual gives this information.
8. Refer to the manual when need arises for replacement of parts.

CAUTIONS:

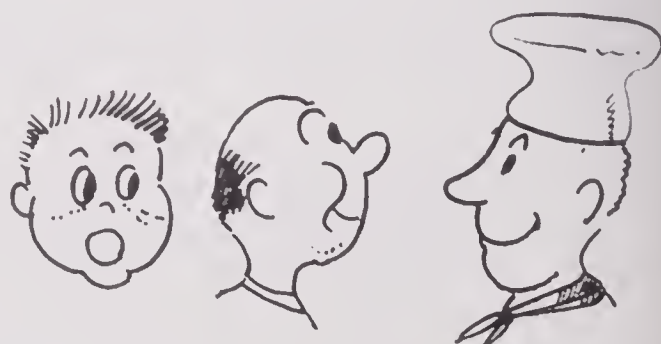
This booklet is not a manual for operation of equipment. The material deals chiefly with Care and Cleaning. Along with the suggestions on care and cleaning there are also included some minor suggestions on operation. The first and most important rule of operation is: Follow the manufacturer's instructions.

The kitchen, dining room, and all areas related to food service should be kept immaculately clean at all times. In food service, if nowhere else, every person is his own "clean-up-man." Do take care to keep things clean as you go - this habit will save you time and work.

DISHWASHING AND RELATED EQUIPMENT

Dishwashing by Machine

1. Replace all parts of machine.
2. Close drains.



Food Service Equipment - Institutional

3. Turn on water valves. Fill tank or tanks.
4. Turn on heat.
5. Add dishwashing compound to trays over tank. If automatic compound dispenser is used, follow manufacturer's instructions.
6. During all of dishwashing operation, maintain wash temperature at 140° F. and rinse temperature at 180° F. or temperature recommended by Sanitarian.

To operate the machine:

1. Operation varies with machines. Follow manufacturer's manual.
2. Have hood exhaust fan on during all operation.
3. Place correctly filled dish racks on conveyor.
4. Allow racks to travel at machine speed.
5. Keep careful check on temperatures.

To prepare dishes for washing:

Dispose of table refuse.

Drop paper napkins and milk cartons into chute or can provided.
(This is usually done by students as dishes are returned.)

Wash food refuse into garbage disposal unit by water spray

OR

Scrape refuse into container using plate scraper or firm
bristled brush.

Prerinse.

Dishes

If water spray above has been used, this takes care of
the prerinse.

Silver

Soak in container of warm detergent water.

To rack, wash and store dishes:

Food Service Equipment - Institutional

Plates, trays, and saucers

Place in tray or plate racks (or between lugs on certain conveyor type machines). Do not crowd.

Lean in direction recommended by manufacturer.

Put racks through machine.

Let stand a few minutes for dishes to cool and air dry.

Remove to cart. Store in space designated in serving line.

Chinaware when washed and rinsed at the recommended temperature will dry in approximately one minute with proper draining and ventilation.

Plasticware scratches and stains much more easily than chinaware. A chlorine releasing compound (GSA Item 7990-512-9197) can be used directly in the dishwashing machine at scheduled intervals for stain prevention.

Glasses

Place upside down in glass compartment racks.

Put racks through machine.

Let stand a few minutes to cool and air dry.

Remove racks to cart.

Leave glasses in racks. Store racks in serving line.



Bowls and Cups

Place upside down in cup and bowl rack. Do not stack.

Put racks through machine. Let dry a few minutes.

Remove rack to cart. Transport to serving line and store.

Silver

Separate silver as to knives, forks, and spoons.

Place in perforated cylinders with blades, bowls and tines up.

Place filled cylinders plus one empty cylinder in cup and bowl rack.

Put racks through machine.

Let stand a few minutes to cool and air dry.

Move cylinders to dish cart and return to proper food line storage space.

Hold a clean empty cylinder over a filled cylinder. Invert. This will allow clean silver to fall into empty cylinder with handles up. Follow procedure with all silver. Only one extra cylinder is needed.

Stainless steel does not tarnish but may discolor somewhat. If necessary to clean, use a good silver polish.

Silverware may be de-tarnished occasionally by soaking in a solution of tri-sodium phosphate or one of the new silverware cleaners on the market for this purpose. Place a sheet of aluminum foil in the bottom of the soaking tray, place a layer of silver flat on the foil, cover with hot water. Soak the silver till bright. Wash. Rinse.

To clean dishwashing machine after every operation:

1. Turn off heat.
2. Drain tank or tanks.
3. Remove and thoroughly clean all spray pipes and all removable parts, using hot detergent solution and stiff brush.
4. Rinse and air dry. Do not replace parts until next operation.
5. Scrub interior with long-handled stiff brush.
6. Rinse interior. Dry.

Food Service Equipment - Institutional

7. For certain types of machines, remove and wash curtains with hot detergent solution. Rinse. Hang to dry.
8. Leave machine open to air dry until next operation.
9. Wash exterior with hot detergent solution. Rinse. Dry.

Cautions - sanitation and safety in handling dishes:

Sanitation:

1. Keep a constant check on thermometer during dishwashing process. Wash tank 140° F. final rinse 180° F. OR temperature recommended by sanitarian.
2. Do not crowd dishes in racks.
3. Do not pull racks through machine. Allow ample machine travel time for sanitation and proper operation of machine.
4. In handling hot dishes, wear clean white cotton gloves. Have a generous supply of freshly laundered gloves always on hand.
5. Let dishes air dry.
6. Handle clean dishes with clean hands.
7. Touch only edges of trays, plates, bowls, handles of cups, bottoms of glasses, and handles of knives, forks, and spoons.
8. Store clean dishes in clean storage space.
9. Frequent inspection of dishes should be made to determine their cleanliness. Greasy dishes indicate poor performance in the wash cycle. Powdery residue results from an inefficient wash cycle.

Safety

1. Do not attempt to open doors or curtains while machine is operating.
2. Use heavy work gloves for moving hot dishwashing racks on dishwashing counters.

Automatic Detergent Dispenser

An automatic control for dishwashing compound, when properly installed, kept filled, and used is a labor and timesaving device that automatically and constantly measures the solution in the wash tank and adds compound from the reserve as needed. The operator adds compound to the reserve tank only when the light or bell warns of the need. Follow the manufacturer's manual for the operation and care of the dispenser. This item is installed only by factory experts who test the water and set the controls to meet the need.

Automatic Rinse Injector

The automatic rinse injector contains a chemical which aids the rapid drying of the dishes. The injector is attached to the rinse tank. Follow the manufacturer's instructions for the operation and care of the injector. This item is installed only by factory experts who test the water and set the controls to meet the need.

Dishwashing in Sinks

1. Scrape all food particles from dishes into garbage can or disposal unit, using plate scraper or brush with firm bristles.
2. Prerinse dishes in cool water.
3. Soak silverware in warm detergent water.
4. Prepare three sinks for washing, rinsing, and sanitizing dishes.

First sink for washing dishes: Detergent water at approximately 110° F. to 140° F.

Second sink for rinsing dishes: Water at approximately 110° F. to 140° F.

Third sink for sanitizing dishes: 180° F. Use sanitizing agent recommended by supervisor.

5. In first sink, wash each piece separately using long-handled brush with firm bristles.
6. Place silverware and dishes separately in long-handled baskets.

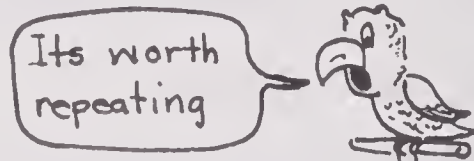


Food Service Equipment - Institutional

7. Set basket in hot rinse water. Raise and lower basket several times.
8. Remove basket from rinse compartment and place baskets in sanitizing sink. Let set few minutes.
9. Lift out basket. Place on drain board. Allow to air dry before storing.

To clean sinks after dishwashing:

Clean all sinks after use with hot detergent solution. Rinse. Dry.



NOTE: Be sure to care for the sink according to the finish. See Contents for information on Metals.

Cautions - sanitation and safety in handling dishes washed in sinks:

Sanitation

1. Use thermometer to keep check on proper temperature of water in sanitizing sink.
2. Use a brush with firm bristles. A cloth or sponge soon becomes soiled and soggy.
3. Let all dishes and silverware air dry. Don't towel dishes.
4. Handle clean dishes with clean hands.
5. Touch only edges of trays, plates, bowls, handles of cups, bottoms of glasses, handles of knives, forks, and spoons.
6. Store clean dishes in clean storage space.
7. Do take pride in personal appearance. Look clean. Be clean. Always wear a clean apron and cap.

Safety:

1. Have water (first wash) only as hot as hands can stand.
2. Don't plunge hands in rinse and sanitizing sinks.
3. Take care not to splash hot water on self.

Food Service Equipment - Institutional

4. Wear chemist or rubber-faced apron. Cut apron length to fit wearer. An apron that is too long is a safety hazard.
5. In handling hot clean dishes or utensils wear clean white cotton gloves to protect the hands. Have on hand a good supply of freshly laundered gloves.
6. Keep water on the floor to a minimum.

Federal Stock Numbers of Dishwashing and Destaining Compounds

1. Dishwashing Compound-Machine

Type I	FSN - 7930-643-3443	2 lb. carton
(For hard water)	7930-162-9927	50 lb. bag
	7930-269-1277	100 lb. drum
	7930-274-6251	300 lb. drum
Type II	FSN - 7530-162-9881	50 lb. bag
(For soft water)	7930-269-1278	100 lb. drum

2. Stain Remover - Tableware

Oxygen releasing	FSN - 7930-282-0685	25 lb. drum
Chlorine releasing	7930-512-9197	65 lb. case

3. Dishwashing Compound - hand use - for soft or hard water

FSN - 7930-281-4731	50 lb. bag
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Compounds for use in mechanical dishwashers are too alkaline for use when dishes are washed by hand. Some persons skins are irritated quite easily by frequent contact with detergent solutions used in mechanical dishwashers.

Garbage Disposal or Grinder

To operate follow the manufacturer's manual. Below are general instructions:

1. Turn on cold water valve.
2. Push start button "on". If there is a separate motor for the pump, push pump motor "on".
3. Pour in garbage. Do not crowd.

Food Service Equipment - Institutional

4. Allow motor and water to run for about three minutes after the garbage grinding ceases. (This allows for the last bit of waste to be cleared.)
5. Turn off motor or motors.
6. Turn off water.

To clean:

The disposal unit is generally self-cleaning. However, visible parts are washed the same as a large cooking utensil, with hot detergent suds. Dry.

Cautions and suggestions

1. Keep hands out of grinder.
2. Learn the difference in sound when the disposal unit is grinding and when it is running with water alone.
3. Cut refuse into pieces that drop easily into hopper.
4. Do not crowd the grinder with garbage.
5. Grinding of bones helps to keep the blades sharp if the bones are of the proper size. Follow manufacturer's manual as to what the unit will carry. No disposal will carry metal.
6. Disposal troubles usually result from the last waste not being cleared out by sufficient water passing through the grinder after the grinding ceases.

To Clean Garbage Cans

By use of can rinse machine:

1. Empty can of all refuse.
2. Invert empty can over bowl of rinse machine. Center can over nozzle.
3. Follow manufacturer's instructions for cold, hot, and steam rinses.

Cautions and suggestions:

Food Service Equipment - Institutional

1. A garbage can can only be sterilized if it is first properly emptied and washed free of debris.
2. To prevent accidents, hold can firmly so pressure will not blow can off.
3. Can rinse machines should be operated by an adult.

To scrub can by hand:

1. Empty can.
2. Pour about one gallon of hot detergent solution into each garbage can.
3. With gong brush, scrub thoroughly inside, outside, bottom, and lid of can with hot detergent water. Use scouring powder if needed.

To rinse can by hose:

1. Attach hose to hot water spigot.
2. With gong brush scrub inside, outside, bottom, and lid of can.
3. Rinse with hose. Dry.

NOTE: It is not enough to merely rinse garbage cans with a hose. To get them really clean, all food particles must be washed out with detergent and water.



COOKING AND BAKING EQUIPMENT

To Clean a Hood - Baffle Type

1. Brush top of hood, using long-handled radiator brush.
2. Remove and clean globes and wire jackets. Soak globes and wire jackets in machine detergent solution.
3. Clean area below baffle plate by using long-handled stiff brush and/or putty knife to remove grease.
4. Scrub light globes and wire jackets with short-handled brush. (These have been soaking in detergent.) Rinse. Air dry.

Food Service Equipment - Institutional

5. Replace globes and wire jackets.

To Clean Hood - Canopy Type With Filters (Sample Training Lesson)

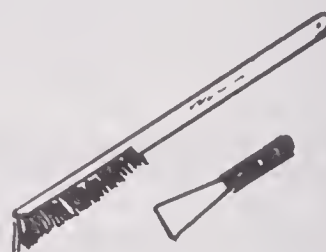
To Clean Hood - Canopy Type With Filter is presented in detail to serve as an example for use in developing work plans for care of any equipment. Students do not clean the hoods.

Schedule a certain time each week to clean the hood and related parts. Clean only when the equipment is as cool as can be expected. The pilot lights of gas ranges will be left on and this means the range tops will always be warm.

It is best for two persons to work together in order to expedite high cleaning. When one operator works alone much time is wasted.

1. Turn off hood blower and lights. Light globes and bulbs must be cool before they are handled.
2. Spread protective newspapers over the tops of the kettles, ranges, ovens, and other equipment under the hood. The purpose of this is to catch grease or other debris that may fall during the cleaning.
3. Place a board such as a 1" x 12" over the cooking area of the stoves to form a walking-working space.
4. Assemble all materials and supplies needed in cleaning by both operators. A step ladder is needed for use in reaching outside of hood, etc., (Never lean out on a ladder to reach places not easily accessible. Move the ladder.)

Have ready: Radiator brush with long handle.
Spatula or putty knife
Paper towels or disposable rags
Cloths for wet and dry use
Pan of warm detergent water
Pan of clean rinse water



If metal filters, light globes, and wire protectors will go through dishwashing machine, start the machine. If the dishwashing machine cannot be used for the above, prepare sink of hot detergent water.

5. Operator doing high cleaning: Brush outside of hood using long-handled radiator brush. The outside of the hood is washed as needed. Wash with cloth wrung from warm detergent water. Rinse with cloth wrung from clear water. Dry.

Food Service Equipment - Institutional

Take a convenient location on board across ranges or on step ladder. Remove light globes, wire protectors, and filters. Hand to second operator who cleans and prepares them for installation by first operator.

6. Second Operator:

Light globes. Put through dishwashing machine or wash in hot detergent water. Rinse. Dry.

Wire filters and wire protectors. Put through dishwashing machine. If machine will not carry, follow one of these suggestions:

- a. Rinse with live steam if available. OR
- b. Put to soak in machine of very hot detergent water.
Let soak until grease loosens. Scrub with wire brush.
Stand on end and allow to dry.

Fiberglass filters. These are not in general use but are occasionally used. Do not wash. Wipe bound edges gently with paper towels to remove grime. Fold paper towel over as used, letting the hands come in contact only with the clean portion of towel. Be careful not to rub hands and arms over the fiberglass insulation; many people are allergic to it. Keep a stock of fiberglass filters on hand and replace old filters as needed.

7. First Operator (on ladder):

Wipe light bulbs with damp cloth. Replace bulbs. Remove grime and grease accumulation from channels and crevices of hood with paper towels or disposable rags. Use spatula to reach hard-to-get-at crevices. Hand spatula and soiled towels or rags to second operator. Then wash entire hood on underside and all crevices, joints, and channels with cloth wrung out of warm detergent water. Rinse with clear warm water. Dry.

8. Second Operator:

Supplies clean cloths and clean water as needed to first operator. Takes care of cleaning light globes, filters, and wire protectors and hands back to operator on ladder.



Food Service Equipment - Institutional

9. First Operator (on ladder):

Replace wire protectors, wire, or fiberglass filters, and light globes.

10. Both Operators:

Remove papers and board from equipment.

Put away all supplies.

Cautions:

1. Do not attempt to handle a hot light bulb.
2. Never lean out on a ladder to reach places not easily accessible. Move the ladder.
3. Have hood fan in operation at all times when cooking and baking equipment is in operation.
4. Remember with stainless steel: Wash, dry, rub, and polish with the grain. The "grain" shows as fine, hair-like lines. The grain may be vertical in one part of the hood and horizontal in another. Do not use a circular motion as this will mar the finish. Polishing with a good stainless steel cleaner will aid in keeping the finish bright and clean.

Ranges - Heavy Duty Gas and Electric

For safety and for satisfactory results, the operation must follow the instructions given by the manufacturer.

To clean an electric range top

1. Be sure electricity is turned off. Clean while warm to the touch. Brush surface with stainless steel sponge or stiff brush.
2. Wipe with hot, damp cloth.

To clean a closed gas range top

1. Take cleaning steps 1 and 2 above while top is warm.
2. Use a washed burlap sack or other grease-absorbing material to remove any debris.
3. Remove burned material with stainless steel sponge, wire brush, or spatula.
4. When top is cool, wash with hot damp cloth wrung from detergent solution.
5. Wipe with slightly oiled cloth.

To clean an open gas range top

1. Clean grids when cool, use wire brush to remove burned-on food.
2. Wash grids with hot damp cloth wrung from detergent solution. Dry.
3. Remove and wash drip pans in hot detergent solution. Dry. Replace.
4. Clean burners. Wipe with hot damp cloth wrung from detergent solution.
5. Use ice pick or stiff wire to open any clogged burner holes. Every hole should be clean and open.
6. Remove top ring grates and top grates from unit weekly or as needed and thoroughly clean all of top area.

Food Service Equipment - Institutional

To clean burners weekly, remove from stove and wash in hot detergent solution. Clean off all encrustations with stiff wire brush. Open all burner holes. Periodically remove burners and boil in a soda solution. Clean under burners well with hot damp cloth. Scrub air shutters to remove all trace of grease and other matter.

To clean ovens of gas and electric ranges

When baking or roasting is completed, turn off heat and leave oven door partially open until oven is cool.

1. Daily while warm, wipe clean all interior including grates and bottom of the oven with paper or dry cloth.
2. Allow oven to cool. Remove any spill-overs or grease that has not carbonized. Clean with a mild detergent solution. Use no abrasive in ovens.
3. Wipe thermostat control dial daily with a damp cloth, being careful not to loosen the dial.

To clean exteriors of gas and electric ranges

Black Japan and Porcelain Finishes:

Allow equipment to cool somewhat after use. Then wash exterior with a hot, mild, detergent solution. Clean off all grease deposits. Rinse with damp cloth. Dry thoroughly.

Stainless Steel Finishes:

To remove normal dirt and grease, use ordinary detergent and water applied with sponge or cloth. Rinse. Dry.

To remove soil that has baked on the equipment, apply stainless steel cleanser to a damp cloth or sponge and rub cleanser on the metal in the direction of the polishing lines of the metal. Never rub with a circular motion or across the grain of the polishing lines.

Cautions in cleaning gas and electric ranges

1. Always turn off heat as soon as cooking is completed.
2. Clean ranges while warm, not hot.

Food Service Equipment - Institutional

3. Be sure electricity and/or gas is turned off before cleaning range.
4. Be careful not to loosen thermostat dials.
5. In cleaning stainless steel, do not use regular steel wool as any particles left may rust and ruin the finish. Never use a wire brush, steel scouring pads, (other than stainless) scraper, or other steel tools on stainless steel.
6. In cleaning porcelain finish, remember that it is cared for the same as glass.

Griddles

To clean:

1. Season and temper new griddle to avoid possible damage. Follow manufacturer's instructions.
2. Wipe griddle surface daily after use and while still warm with a burlap sack or other grease-absorbing material.
3. Scrape excess grease into grease trap.
4. Remove burned-on materials with spatula.
5. Using a griddle brick, polish surface to a bright finish.
6. After polishing, wash surface with damp cloth wrung from hot detergent solution. Rinse. Dry.
7. Apply a light coat of cooking oil. The griddle is then ready for the next use.
8. Daily or oftener if needed, empty grease container. Wash with hot detergent solution. Rinse. Dry.
9. Keep griddle drain-off tube to grease container clear at all times. Use a piece of wire such as a coat hanger.

Cautions

1. Rotate burner use. Do not make a practice of using the same one or two burners of a griddle. Concentrated heat at one place may damage the griddle plate.
2. Always preheat heavy griddles about 15 minutes before using.

Food Service Equipment - Institutional

Stack or Deck Oven - Electric

To operate, follow manufacturer's instructions

1. Preheat oven by turning the switches to "high".
2. Close vent control. Set thermometer at desired temperature. Oven must be thoroughly preheated before baking can be done satisfactorily.
3. When proper oven temperature is reached, place food in oven. Load decks as evenly as possible. Place pans over entire deck area allowing enough space for heat circulation. Space pans about 2 inches away from walls and oven door.
4. Keep oven vent control closed completely to prevent heat escape. If steam escapes around door, open vent control slightly.
5. Avoid excessive opening of door to prevent loss of heat and to produce a better product.
6. When baking is completed: Turn heat control and thermostat to "off" position.

Stack or Deck Oven - Gas

To operate, follow manufacturer's manual



1. Pilot light must be burning.
2. Open oven doors. Open main gas valve.
3. Turn thermostat to 500° F. until oven is lighted.
4. Set thermostat at desired temperature after oven is lighted.
5. When proper oven temperature is reached, place food in oven. Load decks as evenly as possible. Place pans over entire deck area, allowing enough space for heat circulation. Space pans about 2 inches away from walls and oven door.
6. Avoid excessive opening of door to prevent loss of heat and to produce a better product.
7. When baking is completed, turn main gas valve and thermostat to "off" position.

Food Service Equipment - Institutional

To clean gas and electric stack or deck ovens (See Cautions for Electric Ovens).

Interior of Gas Ovens:

1. Let oven cool to warm before cleaning for safety of worker.
2. Scrape decks with long-handled metal oven brush.
3. Scrape inside of doors with metal sponge or hand scraper, if necessary.
4. Beginning with top deck, brush interior of decks to remove debris. Catch debris in short-handled dust pan kept for this purpose.
5. Wash decks of gas ovens with cloth dampened with hot detergent solution. Wipe with clean, damp cloth. Dry.
6. If deck bottoms are removable, remove occasionally for a thorough cleaning.

Interior of Electric Ovens:

Keep interior of oven and deck scraped clean as above for gas ovens.

Caution: Do not use water to clean the interior of the electric stack or deck oven.

Exterior of Gas and Electric Ovens:

1. Clean all exterior surfaces: front, sides, and base with cloth dampened with hot, detergent solution.
2. Wipe with clean, damp cloth. Polish with dry cloth.
3. Every two or three months wipe all unpainted metal surfaces with cloth dampened with cooking oil or other rust preventive. (Not necessary with stainless steel models.)
4. Clean and polish all surfaces according to manufacturer's instructions.

Food Service Equipment - Institutional

Cautions in using and cleaning gas and electric stack or deck ovens

1. The first rule is: Follow the manufacturer's manual.
2. Request regular inspections of all ovens, burners, and thermostats by serviceman to assure safe operation.
3. Have fire extinguishers available near oven and know how to use extinguisher.
4. Have hood ventilator fan on during all cooking operations.
5. Do not rest heavy loads on doors. The weight may spring the door and prevent it closing tightly.
6. Never allow grease to accumulate in cracks of ovens. This is not only dirty, but is a fire hazard. Also, odors attract roaches and mice.
7. Make space available for placing hot pans as removed from oven. Carts should be supplied for this and the cart with hot food wheeled directly to the serving counter.
8. Use dry pot holders and long-handled paddles or oven sticks to remove food from oven.
9. Do not use water in cleaning the interior of electric ovens.

Steam Jacketed Kettles

To operate a steam jacketed kettle, the manufacturers manual is the only reliable directive.

To use a direct-steam kettle

1. Direct-steam kettles are connected with the steam line.
2. Become familiar with the valves and their operation.
3. The steam inlet valve is usually on the right as you face the kettle.
4. The steam outlet valve is connected in a line that comes off the bottom of the kettle.
5. The safety valve is usually on the left as you face the kettle and has a little lever on it.



Food Service Equipment - Institutional

6. Open the outlet valve first. This must be open before you turn the steam on and it must stay open all the time the steam is on.
7. Open the inlet valve slowly. Steam will begin to come in.
8. After the inlet valve has been open a few minutes, pop the safety valve by lifting the little lever just for a second.
9. Pop the safety valve once a day or as recommended by manufacturer.

To use a gas or electric-heated steam kettle

These kettles are not connected to the direct steam line. They make their own steam and are called "self-contained" steam kettles.

1. Follow manufacturer's manual for operation.
2. Keep water at halfway level in gauge glass.
3. Open the petcock if manufacturer recommends.
4. Turn dial to desired temperature.
5. Leave the petcock open until steam comes out then close it but follow manufacturer's instructions.
6. Pop the safety valve once a day to be sure it is operating.
7. Watch the pressure gauge. Do not let rise above 5 pounds. (Temperature of 212° F. is about 5 pounds pressure.) If pressure rises above 212° F. turn dial to "off."

To clean all types of steam jacketed kettles

1. Turn steam off before draining food from the kettle. This practice will keep the food from sticking to the sides of the kettles as the level goes down.
2. When kettle is drained, fill it with fresh hot water to above the cooking line.
3. When ready to clean the kettle, open the drain and let the soak water run out. As the water drains out, scrub the kettle with a fiber brush or plastic chore ball.

Food Service Equipment - Institutional

4. When the water drains out, close the drain and let a couple of bucketfulls of warm water run into the kettle. Add enough detergent to make a rich suds.
5. With this detergent water and a soft cloth, scrub the inside of the kettle, the underneath sides of the lids, and the hinges.
6. Using the same water, scrub the outside of the kettle thoroughly including the legs, frames, and pipes.
7. Open the drain. As the water runs out, use a bottle brush and clean the drain pipe and valve. Most drain pipes and valves may be removed for thorough cleaning.
8. When the kettle has emptied; again fill about one-third full of fresh clean water and rinse the outside and inside of the kettle. Empty kettle. Pour fresh clear water over inside of kettle. Be sure the kettle is thoroughly rinsed inside and out. Drain. Dry.
9. Leave the drain open until ready to use the kettle again.

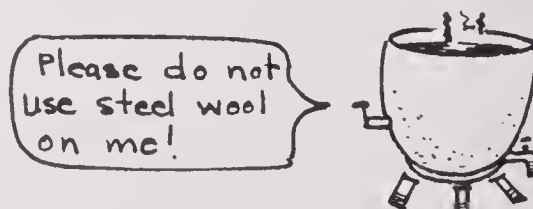
Cautions and suggestions for use of steam jacketed kettles

1. If kettle is gas fired, see if pilot is burning before turning on gas.
2. See that proper water level is maintained in water gauge.
3. If steam pressure goes above safety level, turn off and call a maintenance man.
4. Use long-handled paddle for stirring and long-handled dipper for dipping foods.
5. Be careful of steam burns when raising kettle lid.
6. Ordinary steel-wool may damage and discolor the kettle and is not recommended for use in cleaning steam kettles. Stainless steel wool #0 and #00 will not mar the finish of the kettle.

Steam Chef - Compartmental Steamer

To operate

POST THE MANUFACTURER'S CARD OF INSTRUCTIONS NEAR STEAMER. SPECIFIC OPERATIONAL PROCEDURES FOR THE TYPE AND KIND OF STEAMER MUST BE FOLLOWED.



Food Service Equipment - Institutional

1. Close door and lock.
2. Turn on to preheat. For electric or direct steamer connection turn on controls or switch. Pull valve for each compartment to be used to admit steam and force air through vent.
3. Load baskets or pans. Do not fill pans to top; allow for expansion of food.
4. Release steam and open door. Push valve to release steam, open door after steam is released.
5. Place baskets or pans in steamer.
6. Close door, lock, and pull steam valve.
7. Start timing cooking when desired pressure is reached.
8. Shut off steam when cooking time is reached. Push valve to release steam.
9. Turn off controls or electric switch or gas burner.
10. Allow pressure to return to zero.
11. Remove food. Leave door open to prevent cutting of gasket.

Cautions and suggestions

1. Open door gently to prevent burns from hot food.
2. Be sure that safety valve is in good working order.
3. If steam pressure rises above safety level, shut off steam.
4. Do not seal compartment doors tighter than necessary. After wheel has been turned up, and before tightening, open steam valve and then tighten wheel just enough to stop steam leakage.
5. Keep doors sealed while steamer is in operation. Small leaks deteriorate gaskets rapidly and cause pitting on faces of compartments.
6. Keep gaskets clean. Grease ruins them.
7. Keep compartment doors ajar when steamer is not in use. This prevents gaskets from adhering to door faces.

Food Service Equipment - Institutional

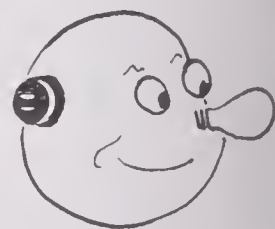
To clean

1. Keep compartments clean and free from sediment at bottom. Wipe up any spilled foods immediately. Wash interior with damp cloth. Use detergent solution if needed.
2. Remove automatic shelves; wash as needed. Rub darkened spots with damp cloth and small amount of cleaner.
3. Keep wheel screws clean by wiping with dry cloth.
4. Wipe gaskets with damp cloth. Dry thoroughly.

Electric Rotary Toaster

To operate

1. Snap on switch on left side of machine to start the motor and heating elements. Turn on approximately 30 minutes before toast is to be served.
2. Set thermostat at No. 7 for a trial.
3. Always fill each carrier with bread.
4. Experiment at various dial settings until toast comes out the color desired. Generally, dial setting somewhere between No. 5 and No. 7 will turn out attractive toast. Turn the dial clockwise for darker toast, counter clockwise for lighter toast.



Gas Rotary Toaster

To operate

1. Turn on motor switch about 20 minutes before toast is needed.
2. Set thermostat about midway setting.
Caution: Never advance thermostat knob in gas models above previously set position when toaster is heating up. To do so may injure the machine.
3. After toaster is heated, for lighter toast move thermostat knob to a lower setting. For darker toast, turn knob to a higher setting.

To clean an electric or gas rotary toaster

1. Clean when cold.
2. Disconnect electric models.
3. Turn controls to "off" on gas models.
4. After each use, wipe crumbs from the tray and grate with a dry cloth. Wipe sides of toaster with a damp cloth. Dry.
5. Weekly:
Remove toast carrier baskets.
Wash carrier baskets in a detergent solution. Rinse. Dry.
Use stainless steel cleaner for hard-to-remove spots.
6. Polish any stainless steel surfaces with a dry cloth.
Occasionally use a stainless steel polish to keep exterior bright and new.

Cautions

1. Use care that no water touches carrier chains. They will rust.
2. When replacing carrier baskets be sure that the two pins on each side match up and enter the proper holes. If the basket is placed on chains with the pins in the wrong holes, the machine may be seriously damaged.
3. Be careful to avoid injuring wires.

Deep Fat Fryer

Follow the manufacturer's instructions for fryer operation and maintenance.

To clean

1. Drain off fat.
2. Close drain valve.
3. Remove cover baskets and strainer and place in sink of hot detergent water to soak. Wipe loose grease from kettle with paper towel.
4. Fill fryer to within 2 or 3 inches of the top with hot detergent water. Boil slowly 30 minutes.

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5. While solution in the fryer is coming to a boil, scrub cover, baskets, and strainers in soak sink. Rinse in hot water. Dry.
6. Drain off part of the hot solution in fryer. Add enough cool water for hand comfort.
7. Use solution in fryer to scrub outside kettle, support, and ledges and all exterior of fryer. Rinse with clean water. Dry.
8. Wash inside of kettle with soft brush or cloth.
9. Drain solution from fryer. Close drain.
10. Fill fryer with hot, clean water and add some white vinegar to neutralize the cleaning compound. Stir a few moments and drain.
11. Rinse kettle with fresh water and drain.
12. Dry thoroughly with a cloth.
13. Leave open to air.

Cautions in cleaning and using

1. Never use a caustic soda or lye to clean a fryer.
2. If excessive sediment is allowed to collect in the bottom of the fryer, it will shorten the life of the equipment and interfere with proper operation.
3. Never light the gas flame or turn on electricity to dry the empty kettle.
4. Do not plug an electric kettle into a line with a number of appliances operating unless you are sure the wattage is ample, or you will blow a fuse.
5. Be sure drain valve is always closed before filling fryer and turning on heat.
6. If necessary to scrape off "stuck" food, use wooden spoon or paddle. Take care not to scratch the surface as this will cause food to stick or burn on.

Food Service Equipment - Institutional

Coffee Urn

To clean

1. Drain leftover coffee. Close faucet.
2. Empty and wash coffee bags in cold water. Place in cool water until needed. Use new coffee bags as needed. Usually when coffee is made daily, a new bag should replace the used one weekly.
3. Open water valve. Close when there is enough water in urn for cleaning.
4. Rinse inside of urn with hot water. Drain.
5. Nearly fill urn with hot water. Add 2 tablespoons baking soda per approximate gallon of water.
6. Let solution soak from 30 minutes to an hour.
7. Scrub inside of urn with brush. Drain and rinse well.
8. Disassemble the faucet and soak in a solution of hot water and baking soda. Take a long brush and clean all pipes and glass tubes with the same solution. Rinse and reassemble.
9. Leave faucet open while rinsing. Drain well
10. Pour about 2 gallons of water into urn. Leave till next use.
11. Wash and dry cover. Clean gauge glass with gauge brush.
12. Wipe outside of urn with damp cloth.
13. Remove faucet occasionally and scrub inside with gauge brush and hot water.

Cautions

1. Never apply heat to urn until a sufficient water supply is in the compartment, this prevents burning out bottoms.
2. Do not leave urn unattended when refilling water boiler as overfilling may damage urn from water pressure.
3. If water is low in compartment, turn off heat and let urn cool, then build up water supply very slowly.

Food Service Equipment - Institutional

4. Urn should be positively grounded, preferable to cold-water piping.
5. Rinse new coffee bags thoroughly before use.



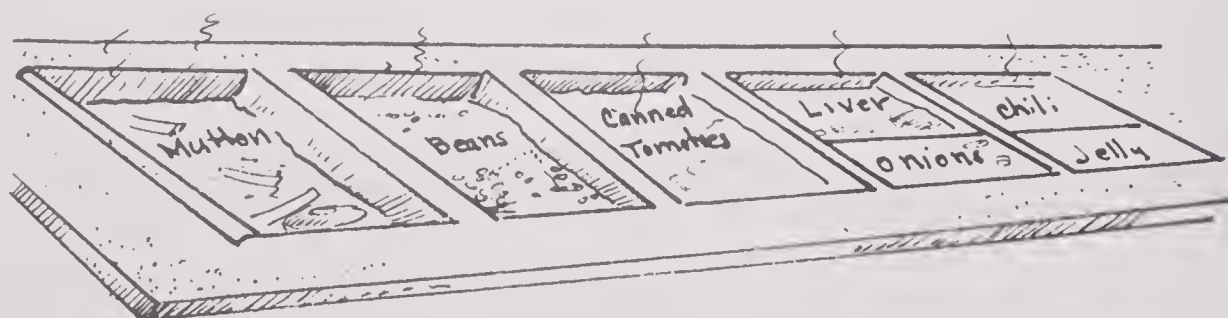
Hot Food Storage Table - Moist or Steam Heat

To operate

1. Check pan to see that water is at desired depth.
2. Turn on steam. When water boils, adjust steam to maintain desired temperature.
3. Put insets containing prepared food in place. Cover to keep food hot and clean.

To clean

1. After each meal, add some detergent to water in table pan.
2. Remove panels from top, wash them and frame thoroughly using the hot detergent water in the table pan. Polish with dry cloth.
3. Wash shelf above and both sides of glass. Rinse glass with solution of 1/2 cup vinegar to 1 gallon warm water. Dry.
4. Wash and polish rail, front of counter, entire table and legs.
5. Remove overflow pipe from drain in table. As water drains out, scrub inside of table with brush, removing as much lime from sides and pipes as possible.
6. Let fresh water run through table. Swish water around until inside of table is clean.
7. Insert overflow pipe.



Food Service Equipment - Institutional

8. Fill pan at once with water for next meal to avoid danger of steam being turned on when pan is empty.
9. Put covers in place above openings.
10. Weekly go over entire exterior and the pan of table with stainless steel cleaner.
11. Weekly, clean dish storage area at a time when most dishes are in dishwashing room. This will save time in removal of dishes.

Cautions

Never turn steam on when pan is dry.

Hot Food Storage Table - Electric or Dry Heat

To operate

1. About 40 minutes before time needed, turn on main electric switch. Turn separate dial indicators to temperature needed. Pre-heat.
2. Put insets containing food in heated receptacles. Cover to keep food hot and clean.

To clean

1. Turn off main electric switch. Turn off all separate dial indicators.
2. Have interior cool. Wipe up any spilled food immediately.
3. Wipe with damp cloth. Avoid getting water into the interior.
4. Rub darkened spots with damp cloth and small amount of cleanser.
5. Prepare pan of hot detergent water. Remove panels from top, wash them and frame thoroughly. Polish with dry cloth.
6. Wash shelf above and both sides of glass. Rinse glass with solution of 1/2 cup vinegar to 1 gallon of warm water. Dry.
7. Wash, dry, and polish rail, front of counter, entire table and legs.

Food Service Equipment - Institutional

8. Put covers in place above openings.
9. Weekly go over entire exterior of table with stainless steel cleaner.
10. Weekly clean dish storage area. Do this after a meal when most dishes will be in the dishwashing room. This will save time in removal of dishes.

Cautions

1. Wipe up any spillage immediately.
2. Food must always be placed in the inset container, and never in the table pan.
3. Avoid getting water in interior of electric food warmer.
4. Never put water in the well of an electric food warmer.

MECHANICAL EQUIPMENT

Food Mixer - Heavy Duty



To operate, follow manufacturer's manual. Below are general instructions.

1. Select appropriate size bowl.
2. Place bowl in position.

Large bowl: Place in saddle with lugs fitting.
Small bowl: Place adapter in saddle: set bowl in adapter.
3. Place ingredients in bowl as directed in recipe. Fill bowl only 1/2 to 2/3 full for best results.
4. Raise bowl into position by means provided on mixer (wheel or lever).
5. Start machine:

For belt-driven machine, switch to "on" position.
For gear machine, be sure gear is in neutral, then push start button and set gear to speed required by recipe.
6. Beat or mix the required time. (Overbeating is more likely to ruin food than underbeating.)

7. Stop machine:

For belt-driven machine, switch to "off."

For gear-driven machine, shift to neutral gear and push stop button.

8. Lower bowl by means of wheel or lever.

9. Remove beater.

10. Remove bowl.

11. Remove food.

To clean

1. Wash bowl and beaters immediately after using. Dry thoroughly. Store.
2. Wash all surfaces of the machine with warm, mild detergent solution. Dry.
3. Scrape and brush out groove on beater shaft as needed. Keep clean and free from sediment.

Cautions and suggestions

1. Study and follow the manufacturer's instructions as to operation and care. Oiling is important. Follow directions for "where, when and how".
2. Always use the correct beater or whip (see illustration of attachments).
3. Be sure to fasten bowl and beater securely before starting motor.
4. Raise bowl gradually to lessen strain on motor.
5. Do not put spoon or any utensil in bowl while mixer is operating.
6. Stop machine before scraping down side of bowl or stirring material on bottom during mixing process.
7. After machine is stopped, use rubber scraper, flexible spatula, or long-handled spoon to scrape down sides of bowl, and to remove food from beater or whip.

Food Service Equipment - Institutional

8. Shake food from beater into bowl. Do not strike sides of bowl.
9. If mixer is used on a continuous basis, turn it off now and then to allow motor to cool.

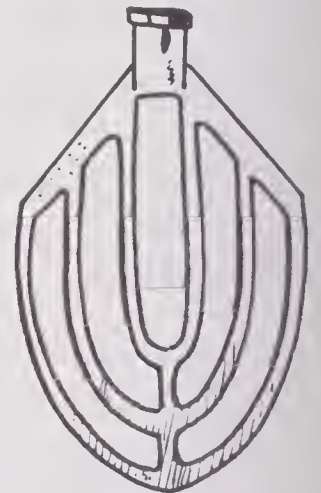
Uses for Beaters and Whips of Food Mixer

Flat beater

Used for general mixing, for batters and the average run of work.

1. Mixing hamburger, meat loaf, mashing potatoes and other vegetables.
2. Creaming mixtures, such as butter and sugar, and sandwich spreads.
3. Mixing batters, such as muffins, cakes, and puddings.

NOTE: Never use for heavy doughs.

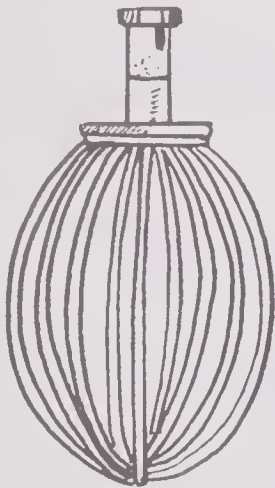


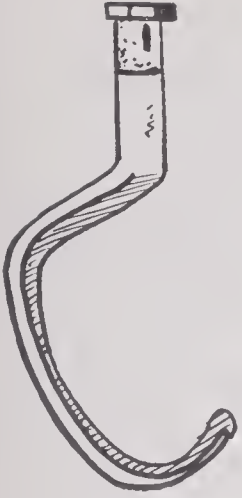
Wire Whip

Used for incorporating air into light mixtures.

1. Whipping dry milk and/or cream.
2. Beating egg whites.
3. Blending dry mixes, such as cocoa and sugar.
4. Mixing sauces, such as a hard sauce.

NOTE: Never use for heavy mixtures.

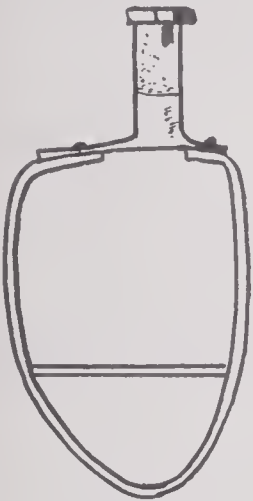




Dough Hook

Used for mixing doughs that require a stretching and folding action.

1. Yeast breads and rolls
2. Biscuits
3. Noodles



Pastry Knife

Used for mixing pastry or doughs that require a cutting action for good development.

1. Pie Crusts
2. Cobbler Crusts
3. French Pastries

Food Cutter or Chopper

To operate

The food cutter must be operated with care. Models and makes vary considerably. Do not attempt to use this piece of equipment until you are thoroughly trained in the operation.

To clean

1. Put switch to "off" position.
2. Separate all removable parts and wash in warm detergent water after each use. Rinse. Dry.
3. Clean knives cautiously and carefully with hot detergent solution using dish mop or sponge with handle.

Food Service Equipment - Institutional

4. Clean the bowl guard with cloth wrung from hot detergent solution. Rinse. Dry.
5. Clean bowl: If fixed, wipe out food particles, clean with hot detergent solution; if removable, remove and wash with other parts.
6. Clean under surface of bowl and wash.
7. Reassemble for next operation.

Caution

1. Knives will continue to rotate rapidly several seconds after machine is turned off.
2. Use stomper to push food into hopper.
3. Never put fingers in hopper or near blades.
4. Do not overload bowl.
5. Use large spoon to guide food into cutters - Move in direction opposite to bowl rotation.

Slicing Machine

To operate; follow manual of instructions. The slicing machine must be handled with care.

1. Plug into electrical socket.
2. Place food in carriage and hold it firmly in place by means of food holder.
3. Adjust blade control indicator for desired thickness of slice.
4. Turn motor switch on.
5. Move carriage back and forth with a rhythmic motion across blade, using handle.

To clean

1. Set blade control indicator at zero.
2. Remove electric plug from socket. Wipe with damp cloth.

Food Service Equipment - Institutional

3. Remove parts following manufacturer's instructions.
4. Wipe entire blade with heavy folded cloth, dampened with hot, detergent solution. Wipe from center toward edge of blade. Rinse and dry with clean, heavy cloth. Keep clear of blade edge.
5. Wash blade guard in hot solution. Rinse. Dry.
6. Replace blade guard immediately to prevent injury.
7. Wash all surfaces with hot detergent solution. Rinse. Dry.
8. Once a week, saturate a pad or cloth with tasteless oil and rub over entire machine. This cleanses and also leaves a smooth wax-like surface that is easy to keep clean.

Cautions

1. Students do not operate or clean this piece of equipment.
2. Never use a slicer with blade guard off.
3. Keep hands away from blade when it is in motion.
4. When not in use, keep the slice-adjusting dial turned to zero.
5. Always detach electrical plug before cleaning or disassembling machine.
6. Always replace blade guard immediately after cleaning.
7. Be sure hands are dry before operating slicer.
8. Be sure cord is dry and free from grease to avoid short circuit.

Vegetable Peeler

To operate

1. Sort vegetables according to kind and size.
2. Assemble peeler by replacing parts that have been left out to dry.

Food Service Equipment - Institutional

3. Turn on cold water.
4. Make certain discharge door is closed.
5. Start motor by pushing "start" button.
6. Pour vegetables into peeler until cylinder is 2/3 full.
7. Allow one or two minutes before examining to see if peeled to amount desired.
8. Open discharge door. Let vegetables tumble out into adjacent sink or other container of cold water.
9. Watch peel trap. Do not allow to become over 2/3 full.
10. Close discharge door. Reload cylinder and continue operation until all vegetables are peeled.
11. Flush out cylinder immediately so no peeling particles will dry to the abrasive surface.

Cautions

1. Do not put hand in peeler while peeler is operating.
2. Always turn on water and motor before loading peeler.
3. Load machine to exact capacity. Underloading or overloading reduces efficiency. Never overload.
4. Do not peel vegetables excessively. This results in waste and bruising of vegetables.
5. Watch for odors. Interior may be rinsed with soda solution if necessary.

To clean

1. Remove cover and peeling disc.
2. Clean interior by flushing with hot water; scrub with stiff brush while flushing. Leave discharge door open to air.
3. Clean peel trap. Place pail under outlet unless peeler is located over sink or drain.

Food Service Equipment - Institutional

4. Remove or raise peel trap cover, strainer basket, and stopper. Flush interior of trap with hot water; scrub with stiff brush while flushing. Leave trap open to air.
5. Wipe exterior with damp cloth using a detergent solution when needed.

Can Opener - Bench or Table Type (Manually Operated)

To clean

1. Remove opener by lifting shank from base.
2. Soak shank in hot detergent solution and scrub with wire brush.
3. Occasionally scrape gear and inside walls of its housing with a small, stainless steel scraper.
4. Scrub the knife, gear, and body of can opener with wire brush.
5. Rinse and dry all parts.
6. Occasionally put a few drops of oil into oil holes.

WOOD SURFACES - LAMINATED

Meat Block



To clean

1. Wipe surface with dry cloth and remove particles. Use scraper if necessary.
2. Sprinkle salt liberally over top surface.
3. Brush entire top surface with wire brush using pressure to remove all discoloration.
4. Brush top clean.
5. Scrub sides and legs with cloth wrung from hot detergent solution.
6. Use brush for hard-to-remove spots. Rinse. Dry.
7. Wipe underneath surface of block with hot, damp cloth.

Food Service Equipment - Institutional

Wood Table Tops (Cooks' and Bakers' Tables)

Cleaning and care

1. Scrape loose with steel scraper or spatula any heavy particles or foreign matter that may have adhered to the surface.
2. Brush or scrape all loose particles from top surface.
3. Dip dish cloth in warm, very mild, detergent water, wring to damp, wash all of surface.
4. Go over top with damp cloth wrung from warm, clear water.
5. Go over top with dry cloth. Dry thoroughly.
6. An occasional application of mineral oil is recommended.



Cautions and suggestions

1. Do not use the table tops for cutting and chopping. Cutting boards and dicing and cutting attachments are provided for this purpose.
2. Very serious damage may result to boards from the use of too much water, from bleaches, or from abrasive cleaners.
3. After years of use, heavy laminated wood tops, such as meat blocks and cooks' and bakers' tables may show cuts and abrasions. A very light sanding followed by an application of mineral oil is recommended.

To Clean a Cutting Board

Follow instructions for care and cleaning of wood table tops.

CARE OF GENERAL COOKING UTENSILS

Storage

1. Place near location where most frequently used.
2. Invert or cover so that flies, other insects, or dust cannot contaminate.



To Wash Utensils in Three-Compartment Sink

After every use the exterior of pots, pans and all utensils should be given a good scrubbing with a brush or sponge. Too often the interiors are scrubbed thoroughly while the exteriors get little or no attention which results in a greasy utensil.

1. In first sink; soak in mild detergent water, prerinse, and scrape utensils.
2. In second sink; wash utensils in hot detergent water. (Only hot enough for the dishwasher to work comfortably.) Scrub hard-to-remove spots with cleanser. Scrub exterior as well as interior.
3. In third sink; rinse utensils under hot running water. Air dry on drain board.
4. Some utensils may not be rust proof and may require towel drying.
5. Store.

Washing Utensils in Dishwashing Machine

1. Soak, pre-rinse, scrape utensils, and remove spots with cleanser.
2. Put through dishwashing machine. Air dry or hand dry as needed.
3. Store.

Cautions and Suggestions

1. Utensils used for custards and puddings and other foods that are easily contaminated should be washed and sanitized again immediately before use.
2. Keep dishwater clean, warm, and sudsy. Do not add detergent to dirty dish water. When water becomes soiled, drain and clean sink, and prepare fresh, clean water.
3. A good nylon brush is best for normal scrubbing and a wire brush for cutting off burned-on food.
4. Pieces of equipment and utensils should be soaked in a mild detergent water at the earliest possible moment after they are used. Then these utensils can be left until later and washed and scrubbed through the regular process.

Food Service Equipment - Institutional

5. Clean utensils thoroughly every time they are washed.
6. Corroded or half-clean pots and pans are the result of a failure to clean properly after every use.
7. Buy only good utensils.
8. Have on hand only equipment that is actually used. Surplus equipment only adds to storage problems.
9. Utensils that become grimy and stained tell us that they have not been washed properly.

CUTLERY

The term cutlery is generally used to include hand-operated knives of all types used in the processing and preparation of foods. It also includes cook's forks, cleavers, various types of spatulas, spreaders, turners, and scrapers.

Cutlery and its uses are, in general, classified as follows:

1. Knives

Boning: Removing meat from bones, disjointing fowl, dicing raw meats and coring lettuce.

French Cook's: Slicing and cutting raw fruits and vegetables, slicing hot or warm meat, and chopping small quantities, such as parsley, onions, and nuts.

Paring: Cutting, peeling, trimming, and coring fruits and vegetables.

Peeler: Small hand peeler for peeling carrots and potatoes in small quantities.

Slicer: Slicing cooled or cold meats, tomatoes, heads of lettuce, cake, and sandwiches.

2. Spatula

Spatulas come in various sizes. Frosting cakes, cutting and removing cake and cobblers from pan, scraping bowls, cutting meat loaf, loosening baked or molded foods from pan.

3. Spreaders

Spreading butter or filling on sandwiches and spreading cake frosting.

4. Sharpening Steel

For resetting edge of knife or restoring blades keenness.

5. Turners

Lifters for serving or for turning pancakes and hamburgers.

6. Forks - Lifting of meat.

Pot: Light weight. Lifting meat. Usually 12" overall length.

Cook's: Heavy weight for lifting meat. Usually 12" to 14" overall length.

Care of cutlery

1. Use each piece for the purpose for which it is intended.
2. Wash, rinse, dry, and store cutlery immediately after use.
3. Store knives in slotted holders, partitioned drawers, or on magnetic holders, so that edges will not become dulled by knocking against objects.

To sharpen knives

1. A sharpening steel may be used. One of the simplest methods for sharpening knives is to use a paddle-like sharpening stone made of silicone carbide that has a wooden handle and thumb guard.
2. Hold the knife in the left hand with the blade facing left (or away from you). Push the paddle across the blade from right to left, working down gradually to the tip of the knife.
3. Now turn the knife so the cutting edge faces right. Pull the stone across the blade from left to right. Again, work down the blade toward the tip. On a good knife, only a few strokes will be necessary on each side to bring back a keen edge. Blades that are nicked or have lost their cutting edge may have to be reground.

Food Service Equipment - Institutional

Cautions and suggestions

1. Always wash and dry a knife from the back of the blade, being sure not to let fingers extend to the cutting edge.
2. Never soak cutlery. Wash and dry immediately.
3. Always cut food on a wooden cutting board. Have the board on a counter or table top, not in a sink or on a metal pan.
4. In carrying a knife, hold the point downward. Always cut away from the body.
5. Remember that a sharp knife is not as dangerous as a dull knife. Keep knives sharp.
6. Don't wash cutlery in dishwashing machine unless heat and moisture proof blades are specified by the manufacturer.
7. Do not cut bone, metal or paper with a good knife.
8. Knives stored in racks or slots can be picked up more safely than those stored in a drawer.

REFRIGERATED EQUIPMENT

Refrigerator - Reach-In and Household

Care and cleaning

Daily:

1. Put in order.
2. Wipe up spilled foods immediately
3. Wipe exterior with damp cloth.

General cleaning

1. Remove food.
2. Wash inside walls, shelves, doors, and vegetable crisper with damp cloth wrung from warm, mild detergent solution. Rinse, Dry.
3. Occasionally wash with damp cloth wrung from soda solution (One tablespoon soda to a quart of warm water). Rinse. Dry, using a soft cloth.
4. Defrost following manufacturer's instructions.
5. Wipe exterior with mild detergent solution. Rinse. Dry.
6. For care of special exterior finishes, see Metals.

Food Service Equipment - Institutional

Cautions and suggestions

1. Cover all food that is placed in refrigerator. Moisture causes frost.
2. Never use abrasive cleaning powder on any part of the refrigerator.
3. Do not use extremely hot water on parts made of plastic.
4. Do not boil ice cube trays or use very hot water in cleaning them.
5. Limit door opening to a minimum to preserve food and utility.
6. Check left-overs before the preparation of a meal. You may find good food that should be used.
7. The condenser unit should be cleaned periodically to remove dust and lint. A vacuum cleaner or brush may be used.
8. Always have cabinet dry after cleaning as any moisture will condense.

Refrigerator - Walk-in (Institutional)

Daily care

1. Put in order. Wipe up spilled foods immediately. Keep foods covered.
2. Wipe outside of box with damp cloth.

General inside cleaning

1. Remove food.
2. Remove slats from floor.
3. Wash platform slats. Scrub and rinse. Let dry before replacing.
4. While platform dries, wash walls, shelving, hooks, floor, and inside of door with a damp cloth wrung from soda solution (1 tablespoons soda to a quart of warm water).
5. Stubborn stains may be removed by using a damp cloth wrung from a mild, warm detergent solution. Follow by rinsing with a cloth wrung from clear water. Dry.



Food Service Equipment - Institutional

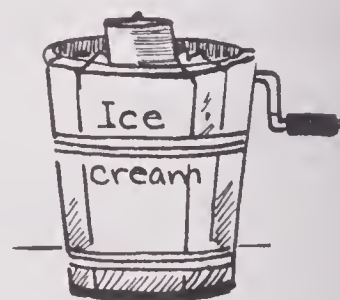
6. Have interior thoroughly dry before putting refrigerator back in operation.
7. Defrost regularly to maintain a constant temperature.

To clean the exterior

1. Daily wipe with a damp cloth.
2. Weekly, or as needed, wipe with a damp cloth wrung from mild detergent solution. Rinse. Dry.
3. For care of special finishes, such as aluminum, enamel, or stainless steel, see Metals.
4. Put a few drops of oil on hinges and latch occasionally.

Cautions and suggestions

1. Never cover shelves with paper. This cuts down needed circulation of air.
2. Watch the thermometer. See that temperature is maintained between 34° F. and 38° F.
3. Limit opening of doors to a minimum.
4. Keep all foods covered or wrapped.



Freezer

To operate, follow manufacturer's instructions.

Defrosting automatically: Many newer models of freezers are automatically defrosted yet may, at times, need to be manually defrosted.

To defrost manually: Best done when supplies are low.

Upright model

1. Disconnect freezer plug.
2. Remove frozen foods, wrap in newspapers and, if there is available room, store in refrigerator.
3. Remove all removable shelves, baskets, dividers, and racks.

Food Service Equipment - Institutional

4. Line bottom of freezer with newspapers, then scrape as much frost as possible from freezer interior. Use a wooden spoon or the plastic scraper provided by the manufacturer. Do not use a sharp knife or an ice pick. Frost will fall into newspaper for easy disposal.
5. To speed defrosting, place pans of hot water on shelves and in bottom of freezer.

Chest model

1. Disconnect plug.
2. Remove baskets and food down to below the frost line. This should be about half way to the bottom of the freezer.
3. Spread newspaper, canvas, or similar covering over the balance of the food.
4. Scrape frost from wall with wood or plastic paddle, or stiff brush. Frost will fall into newspaper for easy disposal.

To clean the interior of freezer

1. When all frost has been removed, wipe moisture from interior with cloth or sponge.
2. Wash freezer interior and removable parts with warm soda solution (1 tablespoon of baking soda to one quart warm water). Remove all stains. Rinse with clear water. Dry thoroughly as any moisture left will freeze.
3. Replace all removable parts, such as shelves, baskets, shelf fronts, racks.
4. Turn temperature control to coldest setting to quickly lower freezer temperature.
5. Replace food. Reset temperature to proper control that has proved correct for box temperature.

To clean the exterior of freezer

1. Wipe with cloth wrung from mild detergent solution.
2. For care of special finishes, see Metals.

Food Service Equipment - Institutional

Cautions and suggestions

1. Defrost when supplies are low to offset work of removing and replacing stores, and to prevent thawing of supplies while out of freezer.
2. Never use an ice pick or sharp instrument to remove frost.
3. Keep doors closed tightly. Remember that air will cause frost deposits.
4. Do not use an abrasive cleaner on any part of the freezer.

Milk Dispenser

To clean

1. Disconnect plug from socket.
2. Remove milk cans. Refrigerate unused milk. Use this milk first at next meal. If frost has built up, leave door open until frost melts.
3. Take measuring device apart and clean thoroughly following manufacturer's instructions.
4. Wipe interior of cabinet and inside of door with warm water and baking soda solution (1 tablespoon soda to one quart of water). Rinse. Dry.
5. Wipe exterior according to manufacturer's instructions.
6. Replace plug in socket.



Milk Cooler

To clean

1. Disconnect plug from socket.
2. Remove and refrigerate unused milk.
3. Clean interior and inside of lids or doors with warm water and baking soda solution (1 tablespoon soda to one quart of water). Rinse. Dry.

Food Service Equipment - Institutional

4. Wipe exterior of cabinet with damp cloth wrung from hot detergent solution. Rinse. Dry.
5. Wax or polish exterior according to manufacturer's instructions.
6. Replace plug in socket.

Cautions and suggestions in using milk cooler and/or dispenser

1. Wipe up any spilled milk immediately.
2. Keep constant check to maintain proper temperature of 33° F. to 45° F. Never let temperature rise as high as 50° F.
3. Check operation of machine first thing in the morning and before leaving at the close of the day.
4. Check cooler for damaged milk containers. Remove from cooler and wipe up milk immediately.
5. Use care in filling and dispensing milk to avoid spillage. Wipe up immediately.
6. Keep dispensers scrupulously clean.



CHAPTER 17

FOOD SERVICE EQUIPMENT - HOUSEHOLD

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FOOD SERVICE EQUIPMENT - HOUSEHOLD

The material on the Use and Care of Food Service Equipment in the household can be used as a reference for use and care of equipment in dormitory kitchenettes, in homemaking classes, for students having part time employment in homes or independent experiences in apartment and/or home living, and for employees in the use of quarters equipment.

Good equipment is made to save you time and energy. Good care makes equipment last longer and give good performance. The first step in good care is to study the instruction book before using new equipment and follow the directions every time you use it. The directions will vary with the equipment and, remember, that new equipment, including changed directions for use, appears frequently.

Date and file together all instruction books for equipment in a handy place where you can refer to them as needed. Refer to index of the manufacturer's manual of instructions under Food Service Equipment - Institutional. If there is a guarantee with the equipment, fill it out and mail it to the address given.



GENERAL KITCHEN UTENSILS

The utensils in general use in a household are: frying pans or skillets, saucepans, teakettles, pressure pans, cake, pie, loaf and muffin pans, cookie sheets, casseroles, custard cups, roasters, beaters, whisks, graters, and slicers, sifters, strainers, mixing bowls, colanders, can openers, measuring cups and small tools, such as turners and spoons.

The materials of which utensils are made may be: glass, oven glass, tin, aluminum, stainless steel, enamel or some of the new metals. Some utensils may have copper bottoms. Some items, such as measuring cups, may be made of plastic. Wooden mixing bowls and spoons are used.

Cautions and Suggestions

1. A good rule with any utensil is to use it for as many purposes as you can. For example, the loaf pan may be used for cake, meat loaf, baking apples, etc.
2. Have only the utensils needed. Utensils used only occasionally may take up needed storage space.
3. The use one gets from utensils often depends upon handy storage. No one likes to search for needed items.
4. Don't soak iron or aluminum utensils in detergent. The detergent removes the seasoning and causes food to stick.

Food Service Equipment - Household

5. Don't soak utensils made of wood.
6. Don't remove burned-on or hard-to-remove particles from any utensils with a sharp object, such as a knife.
7. After washing and rinsing, towel dry any utensils, such as tin or iron that may rust or wood that may absorb water. Certain utensils can air dry.
8. Remember that glass utensils will break. Handle with care. Do not expose to quick change of temperature.
9. Metal utensils may warp or crack if put from the burner into cold water.
10. Stale odors develop in cooking utensils if stored with tight covers or when not in use.
11. New cooking utensils are often coated with a protective lacquer. These must be washed and scoured before using.

Metal Utensils

For care and cleaning, see Chapter 12, Metals

Earthenware or Pottery Utensils

1. These utensils hold heat well for slow cooking at low temperatures. Best used for oven casseroles. Very good for informal tableware.
2. Wash and handle as dinnerware.

Glass Utensils

1. Glass utensils will break as any other glass. Handle carefully.
2. The best of glass cooking utensils cannot stand a rapid change of temperature. Don't put a utensil from the stove into very cold water.
3. Glass made for baking cannot be used for stove-top cooking.



Food Service Equipment - Household

4. If you use glass for stove-top cooking on high speed units, use a rack or grid under the utensil.
5. Wash as other tableware.
6. To remove burned-on food, soak utensil in solution of one tablespoon of baking soda to two quarts of warm water. To remove stubborn stains, use household cleanser, or steel-wool soap pads.

Plastic Utensils

1. These utensils have many uses, but are not used for cookery. At this date plastic is not suitable for oven or surface cookery.
2. Plastic dinnerware is unbreakable and may be washed as any other dishes or in the dishwashing machine. Remove stains by special bleaches. Use as recommended by the manufacturer.
3. Wash all plastics (other than dinnerware) quickly. Rinse. May air dry.
4. Gritty cleaners and sharp tools scratch plastics.

Cutlery

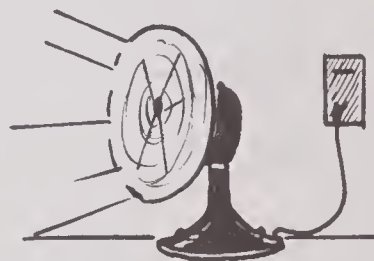
For care and cleaning, see Food Service Equipment - Institutional.

Silverware

For care and cleaning, see Chapter 12, Metals.

Wood Utensils

1. Wash quickly and air dry.
2. Protect the wood of salad bowls and chopping boards by an occasional oiling with unsalted vegetable oil to prevent cracking or drying out.
3. Do not soak. Soaking will cause wood to swell and crack.



DISHWASHING AND RELATED EQUIPMENT

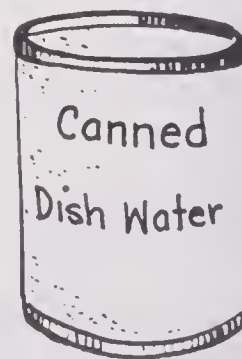
Getting Ready to Wash Dishes

Remember that when you enter the kitchen to begin meal preparation you are getting ready to wash the dishes. The habits of neatness that you follow will help to make the work easier.

1. Keep work counters clean and uncluttered. Replace immediately items used in food preparation, such as packages, cartons, boxes, and unused food stuff. Clean up following each operation. Some good housekeepers wash and rinse utensils as they are used. Non-rustable utensils can air dry; some utensils will rust and must be towel dried.
2. If the above step is not followed, rinse or soak each utensil as it is used and set aside to wash later. Don't soak wood.
3. Soak or rinse dishes containing milk, egg, or flour mixtures in cold water; sugar mixtures in hot water.
4. Rinse immediately after use, such things as sieves, hand beaters, graters, slicers, and the like.
5. Know where the soiled dishes are to be placed when returned from the table. Plan for things that are to be washed first to be nearest the dishwashing center.

Dishwashing in Sinks or Dish Pans

1. Scrape dishes with a rubber spatula, paper towel, or paper napkin. Rinse. Soak hard-to wash dishes.
2. Stack like dishes together.
3. Prepare hot dishwater and mild detergent for washing dishes.
4. Keep dishwater hot and clean with plenty of detergent. Prepare fresh water as needed.
5. Wash silver, cutlery, and glasses separately. No certain order of dishwashing need be followed but like items are washed together.



Some good homemakers recommend the following order: glassware, silverware, china, cooking utensils, and greasy dishes and pans last.

Food Service Equipment - Household

6. Rinse dishes with hot water as they are washed. Use plenty of hot water; it saves drying time and towels and means better sanitation. Place dishes in rubber coated dish drainer and let stand to air dry.
7. Towel dry only the silver and other items that may rust.
8. Wash and store sharp knives separately.
9. Fill sugar bowl and salt and pepper shakers. Wipe bowl and shakers with damp cloth. Dry.
10. Wash, rinse, and dry the sink and any other pans used, such as sink strainer and dish pans.
11. Store dishes and utensils when dry.



Cautions and suggestions

1. Do not put sharp knives and cooking forks in the dishwater with the dishes and cooking utensils. Wash and dry separately. Wash one at a time, picking up by the handle and holding sharp edges and tines away from you.
2. Put table knives, forks, and spoons in the dishwater with the blades, tines and bowls pointed away from you. Lay all in the same direction. Do not soak silverware that has bone or plastic handles.
3. Ordinary household bleach, used according to directions, may be used in disinfecting dishes used by the sick.
4. Never soak woodenware, such as salad bowls and servers and chopping and cutting boards. Wood swells and cracks when soaked. Wash quickly and dry.
5. Occasionally remove stains from plastic tableware with a commercial de-staining compound used according to manufacturers directions.

To Clean a Sink

Have only a trickle of water running when cleaning the sink. The faucets are best closed during some of the cleaning.

Food Service Equipment - Household

1. Wash sink with warm detergent water. Wash the back, apron, faucets, sink strainer, and soap dish. The detergent solution will remove all ordinary stains.
2. For enamel sinks, remove stubborn stains with laundry bleach. Let soak a few minutes and rinse well. Or add laundry bleach (according to label directions) to a few inches of water in the sink. Let soak five minutes or so. Rinse thoroughly.
3. For stainless steel sinks, wash with detergent water. Stainless steel shows water marks, so dry well.

Cautions and suggestions

1. The use of scouring powder will eventually cause fine cross-hatching scratches on any sink.
2. Rough handling of utensils in any sink will cause chips or scratches.
3. Have leaky faucets repaired. The rust from a dripping faucet may penetrate the glaze of enamel and be impossible to remove.
4. Protect sinks by immediately rinsing away any acid residue from foods, such as fruits, tea leaves, or coffee grounds.

Dishwashing by Machine (Household)

1. Follow all directions under Getting Ready to Wash the Dishes. These suggestions will help you to have a neat and clean kitchen.
2. Scrape dishes with a rubber plate scraper, paper towel, or paper napkin.
3. Follow the manufacturer's instructions for stacking dishes in the machine, for setting the controls, and for adding compound. Some manufacturers recommend operating the machine only with a full load.
4. Don't wash the following in the dishwasher: (1) wood; water will cause it to swell, crack, and blacken, (2) plastics that are not heat resistant, (3) hand-painted chinaware, (4) ice cube trays and dividers; heat and detergent will ruin the special finish.
5. Some housekeepers do not want good silver washed in the machine.
6. Don't start operating a dishwashing machine until you are trained in the operation.

Food Service Equipment - Household

7. There are special machine-dishwashing compounds. Select one recommended by the manufacturer of the machine. High sudsing detergents will ruin a dishwashing machine.
8. Never attempt to change the cycle of the machine in order to speed up or slow down the operation unless the manual states this may be done.
9. To clean the machine: In hard water areas, mineral stains may build up in porcelain enamel tubs. Some manufacturers recommend wiping with a mild cleansing powder; others, a cycle with chlorine - OR - vinegar. China and glass may be washed in such a cycle, but never metals or plastic wares.

Garbage Disposal Unit

1. Follow the manufacturer's instructions for operation.
2. Most home disposal units will handle vegetable and fruit parings, pits, carrot and vegetable tops, greases, coffee grounds, and bones that are small enough for the machine to handle. Bones of the correct size will help to keep the blades sharp. Most home disposal units do not handle large bones.
3. Do not put paper, aluminum foil, tea bags, string, wire, sea food, or nut shells in the disposal.
4. Keep cold water running for a few minutes after the grinding sound ceases. This extra water is needed to flush through any garbage that may be in the grinder.
5. Don't put your hand in the disposal unit when it is operating.

If something catches in the disposal:

Turn off the water.

Turn off the switch.

Wait until you know the grinder has ceased operation.

Look in the grinder; if you see a piece of silver or a bone, remove it.



Care of Garbage Cans

1. Line the clean, dry garbage pail to keep it clean and dry. Wax treated bags are excellent for lining garbage pails. Since the procurement of waxed bags means an additional expense, folded newspapers or grocery bags can be used for liners.

Food Service Equipment - Household

2. Do not pour grease directly into a garbage can. Save a few fruit or vegetable cans, wash, dry and store them. Pour grease, such as bacon fryings, directly into the small can. When the grease cools and congeals, push a piece of paper down on the grease. Wrap the can in another paper and stand it upright in the garbage can or put congealed grease in the garbage disposal unit.
3. Wrap wet vegetable and fruit trimmings in paper before putting into garbage can. Don't use too much paper because it soon fills the can, makes emptying more frequent and overcrowds the outdoor garbage unit.
4. Occasionally scrub the can with hot detergent water; a long-handled brush makes the job easy. Always have the can dry before using. A household disinfectant, used according to directions on the label, may be used to clean and freshen the container.
5. Wash outside garbage cans with hose or hot detergent water. Scrub with brush. Leave open to sun and air dry. Keep covered when in use.

COOKING AND BAKING EQUIPMENT

Gas and Electric Ranges

Gas and electric ranges are in wide use today. The range may be the conventional style or it may be divided into the new separate built-in units. If you need information on coal, wood, or kerosene ranges, write to your State Colleges, Home Extension Service. For operation of the gas or electric range, follow the manufacturer's manual of instruction.

Surface units of gas range

1. Surface units on gas ranges are controlled by knobs or handles. Be sure you know the "on" and "off" positions.
2. Allow to cool before cleaning.
3. Immediately wipe up all spillage and boilovers with paper towels.
4. Wipe all surfaces with clean, damp cloth after each use.
5. For general cleaning, remove grates, bowls, burners, and drip pans. Wash in hot water and mild detergent. Rinse. Dry. Replace.

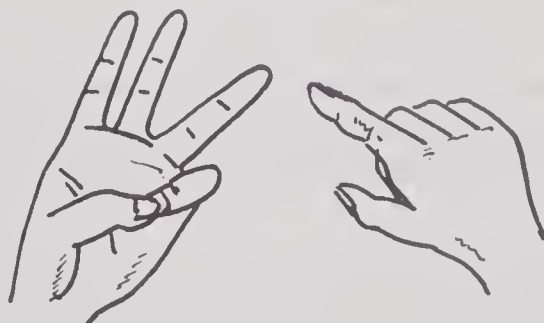
6. Use a tooth pick or hair pin to open up any clogged holes in burners.
7. A fine steel-wool pad may be used for removing burned-on particles of food from grates, bowls, burners, and drip pans.

Surface units of electric ranges

1. Heat selectors for surface units are usually marked in numbers or temperatures. Know the controls and how to use them.
2. The coils are self-cleaning. Don't scour them. When cool, wipe free of charred deposits.
3. After surface units are cool, raise coil unit to upright position. Remove drip bowl and wash. If spillovers have burned on, use a fine steel-wool pad or mild abrasive for removal. Rinse. Dry.
4. Replace bowl and snap coil unit into horizontal position.
5. Drip trays are located just below the surface units. Remove and wash the same as drip bowls. Rinse. Dry thoroughly before replacing.

Ovens of gas and electric ranges

1. Know how to use the controls and thermostats.
2. Let the oven cool before cleaning it by leaving the door slightly open.
3. Wipe out the oven after each use with a paper towel while warm. When cool, wipe with a damp cloth. Baking spillovers or grease onto the oven will make cleaning harder.
4. Oven racks can be washed at the sink, like any other utensil.



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5. Moisten stubborn stains or burned-on grease in oven or on racks with damp cloth and detergent. Rub with fine steel wool. Wipe clean with damp cloth. Do not use plain steel wool on stainless steel linings; use stainless steel wool.
6. Some oven interiors may be completely removed for cleaning.
7. Commercial oven cleaners may be used occasionally. The cleaners are strong caustic and must be used with care. Always follow the directions on the bottle.

Exteriors of gas and electric ranges

1. Let exterior cool before cleaning.
2. Wipe clean with damp cloth after each meal.
3. Wash as needed with damp cloth wrung from mild detergent solution.
4. Rinse by wiping with clean cloth wrung from clear, warm water. Dry.
5. For care of special finishes such as stainless steel, porcelain, enamel, etc., see Chapter 12, METALS.

Caution:

Acids in foods, such as lemons, tomatoes, and milk will etch the surface of porcelain and enamel.

General suggestions for care of gas and electric ranges

1. When cooking, avoid improper adjustment of heat which causes spillovers of food. Always be careful not to overfill utensils.
2. Select utensils with straight sides and flat bottoms that most nearly fit the exact size of the cooking unit. This conserves heat. Too, a pan that is too large will heat the stove top and cause cracking or discoloration.
3. Before putting cooking utensils on a surface burner or in the oven, be sure the exteriors of the utensils are free from grease or food particles that may burn when heated.

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4. Slide a cookie sheet or aluminum foil under berry pies to prevent juice boiling out of the crust into the oven.
5. Time cooking operations and use correct temperatures and you will seldom have to do more than wipe the range with a damp cloth.

Cautions:

1. Electric ranges must be grounded.
2. Gas appliances must be properly vented.
3. Do not line an oven with aluminum foil. It prevents even heat distribution.
4. Do not line drip pans of surface units of electric stoves with aluminum foil. The foil may fuse to the coil and burn out the element.
5. Do not slide utensils over tops of ranges. This practice will scratch the surface of any material.
6. Acid in foods, such as lemons, tomatoes, and milk will etch the surface of porcelain. Wipe up immediately.
7. Keep pan handles turned so that one does not brush against them while moving around the kitchen.
8. The tips of gas flames should barely touch the bottoms of utensils.
9. Have thermostats and controls adjusted by a reliable service man.

Electric Roaster

The electric roaster may substitute for or supplement the range oven.

The roaster is fitted with an inset pan and a rack. The oven thermostat supplies a series of heats comparable to those of the range oven. The roaster lid has a vent for the escape of steam.

1. Detach electrical plug from wall socket, then detach cord from roaster.
2. Remove the inset pan and racks and wash like any other cooking utensil.

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3. Remove burned-on substances with a fine steel wool.
4. Wash inside and outside of roaster body with damp cloth and detergent solution. Dry.
5. Wipe thermostat with a damp cloth.
6. Keep roaster in a handy location and ready for use.

Cautions and suggestions

1. Never immerse the roaster body in water.
2. Take care not to injure the thermostat.
3. Heat is lost when the roaster lid is lifted unnecessarily during operation.
4. Be sure the body of the roaster, the inset pan, and the rack are dry before replacing.



SMALL ELECTRICAL APPLIANCES

There are numerous small electrical appliances on the market. Only those that are commonly used for food preparation in households are discussed.

Manufacturer's directions must be followed in all instances. Some appliances may require oil or lubrication. Certain finishes require specific care, and your new electrical appliance may need quite different care from a similar appliance that you may have used previously. Remember the first rule: Know and follow the manufacturer's instructions.

Cautions for Use of Electrical Appliances

Always:

1. Connect a detachable cord to the appliance before plugging the cord into the outlet. Always detach cord from outlet before detaching cord from appliance. The reason is a good one - plugging or unplugging at the appliance causes a spark or arc of electricity that will eventually burn out the contact posts in the appliance. Some electricians say, "Follow this simple rule and appliances will last twice as long."

2. Detach an electrical cord by grasping the plug.
3. Keep appliances in good order.
4. Connect appliances to a convenient outlet.
5. Disconnect iron or ironer before leaving the room.
6. Disconnect appliances when you clean or repair them.



Never:

1. Use frayed or broken cords.
2. Connect an appliance to an overhead lamp socket.
3. Pull by the cord to detach plug from wall.
4. Touch a connected appliance with wet hands or when standing on a wet floor. A serious shock may result.
5. Immerse electrical appliances in water unless you know for sure that the appliance may be immersed. A few of the newer appliances that have removable elements can be immersed, such as electric fry pans.

Percolator

The percolator may be automatic or non-automatic. In the automatic type the coffee percolates until the strength is reached, then the electricity is automatically cut down to keep the coffee warm. In the non-automatic percolator, the coffee percolates until you disconnect the cord.

1. After each use rinse the interior of the percolator with hot, clean water.
2. Empty coffee grounds, rinse, the basket, and the stem.
3. Then wash the interior of the percolator, basket, and stem as you do any cooking utensil. Do not immerse body of percolator in water. Rinse well with hot, clean water. Dry thoroughly.

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4. Keep the heating well clean. Dry carefully after each use. (This is the well in the center of the bottom of the percolator.)
5. Once a week, unscrew the pump seat at the bottom of the stem and clean out the pump chamber. Be sure to replace the pump seat nut securely.

Vacuum Coffeemaker

The vacuum coffeemaker has two bowls. A bottom bowl which holds the water and has the electrical element; a top bowl that holds the coffee and filter and the hot water as it rises from the bottom bowl. Filters may be of metal or cloth. To operate, follow the instruction manual. Use drip grind coffee for best results.

Follow instructions for washing a percolator. Wash and rinse filters in clean hot water. The top bowl of glass or metal, may be fully immersed in water. Dry carefully and store sections separately for free circulation of air.

Cautions and suggestions

1. Do not immerse body of any coffeemaker with electrical unit in water.
2. For interiors of coffeemarkers other than aluminum, an occasional treatment with baking soda will help to keep the body clean and fresh. For any size pot, remove the basket and stem, and use 1 tablespoon of soda to each 4 cups of water. Fill pot not more than 2/3 full. Plug in coffeemaker and let it heat for approximately ten (10) minutes, or with automatic coffee makers until the electricity cuts off. Pour out the soda solution and rinse, wash, and dry the pot.
3. Soda solution is not used on aluminum. To clean interiors of aluminum percolators, use a commercial, stain remover recommended for aluminum. Follow the manufacturer's instructions. Rinse. Wash. Rinse. Dry the pot thoroughly after the treatment.
4. Store a coffeemaker with the lid off, or at least not on tightly. If the lid has to be on for storage, air the coffee-maker thoroughly before putting it away.
5. Do not scour interiors or exteriors with harsh abrasives. If the exterior develops spots, polish with silver polish.

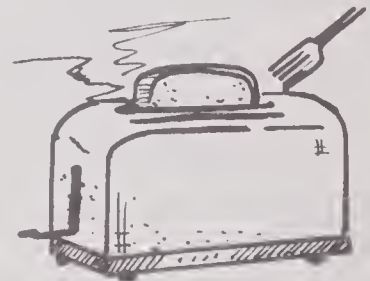
6. Never connect coffeemaker to outlet before adding water. Be sure to disconnect before it is completely empty.

Toaster

1. On most electric toasters there is a toast control and toast may be made automatically to desired shade of brown. Remember that the kind of bread, its storage, and its freshness will effect the browning.
2. Protect the toaster from dust with a cover. Let toaster cool before covering.
3. Detach cord and let toaster cool before cleaning. Wipe outside of toaster with soft, damp cloth. Dry. If spots show, clean and polish with silver polish. Do not use harsh abrasives.
4. Frequently remove crumb tray at bottom and wash. Dry. Replace.
5. To store, wrap cord loosely around toaster.

Cautions and suggestions

1. Never reach a fork or other piece of metal into toaster to speed release of bread while toaster is connected to outlet. If bread sticks, disconnect toaster and gently remove bread.



2. Use no other appliance on outlet while toaster is in use.

Food Mixer

Food mixers may be mounted in stands and provided with bowls or they may be portable or "hand" mixers. The hand mixer has only a motor and head and mixer blades. The hand mixer, while readily portable and easily stored, will not do the heavy work of the mounted mixer. For operation and use, see the manufacturer's manual.

1. The mixer does a better job if the bowl is not too full.
2. Keep fingers or any scraper away from blades when motor is operating. Use a rubber spatula to scrape down sides of bowl.
3. Running the motor for long periods of time or beating too heavy a mixture may cause the motor to heat. When the motor gets warm,

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stop operation before motor gets hot. When motor cools, resume operation.

4. Never let batter, juice, or water run into the motor.
5. After each use, detach plug from outlet. Do not clean while cord is attached to outlet. Wipe cord clean with damp cloth after detaching from outlet.
6. Wipe motor head, mixer body, and turn-table with damp cloth. Remove all traces of splashed food. Never put the mixer head or motor in water.
7. Wash beaters and bowls. Dry.
8. Store beaters so that blades will not be damaged. Some housewives store the blades in the clean bowl and replace the bowl on the turn-table.
9. For storing, drop cord loosely in large bowl. Do not wrap cord around motor. Cover mixer with a special mixer cover or a sheet of plastic.
10. The motor turn table may occasionally need a few drops of oil. What does the instruction manual say? Your turn table may never need oiling.

Blender

The blender will blend, chip, beat, grate, liquify, mix, puree, and whip. It is not usually recommended for cake mixing. For operation and many uses see manufacturer's manual. Blenders operate in seconds, not minutes.

1. Place ingredients in container. Cover. Place container firmly on base. Turn to speed recommended for recipe.
2. Hold hand lightly on cover until blending starts. Keep cover on while blender is operating.
3. Always turn motor off when necessary to scrape down sides of container.
4. When blending is completed, turn off motor. Detach plug from outlet. Wipe cord with damp cloth as needed.

5. Rinse container under running water or put two cups of warm water in the container, add a dash of detergent, cover and blend for a second.
6. Wipe blender base clean with a damp cloth. Dry. Never immerse in water. Chromium bases may be polished with silver polish. Certain bases such as copper and brass have a plastic coated finish which polishes will injure.
7. Most containers are glass and will break. Some of the newer containers are metal. Clean the metal according to kind and according to manufacturer's recommendations.

Waffle Baker

Waffle irons may be used for many purposes other than making waffles. New and interesting ways are recommended by the manufacturer. The new baker may need seasoning. Follow the manufacturer's recommendation for "seasoning" and operating.

1. If you use a waffle recipe that contains shortening, waffles shouldn't stick. If the waffle recipe does not contain shortening, brush the grids with a small amount of vegetable oil. Apply oil with a folded paper towel, a soft brush, or hand tissue.
2. Use the right amount of batter to prevent overflow and burned-on batter and grease.
3. A signal light usually tells when the waffles are done. Waiting for the signal prevents sticking. Don't peek if you have a signal light.
4. After waffles are baked, disconnect cord. Open grids to let cool. While grids are warm, wipe them with a dry cloth or paper towel to remove grease or crumbs. A stiff brush is very good for cleaning grids. Don't try to scour darkened grids to a shiny new finish. This may result in batter sticking. Washed grids will have to be reseasoned.
5. Clean the outside as you do a toaster. Wipe with a damp cloth. Polish with a dry cloth. If stains are hard to remove, use silver polish.

Electric Fry Pan

The electric fry pan, along with the toaster and percolator, is one of the most widely used electrical appliances. The fry pan has many uses and may take over many range operations. Foods most frequently cooked in the fry pan are bacon, eggs, hamburgers, fish, fried chicken, and others. It may also be used for certain baking such as apples or custards and for cooking pot roasts and complete meals. To operate follow the manual.



1. Know the pan. Some pans must not be immersed in water. Some pans have a control thermostat on a separate cord and the entire pan may be immersed.
2. Clean carefully after each use. Wash the pan as you would any other cooking utensil. Don't immerse in water unless control thermostat is removable.
3. Fine steel wool or a small amount of non-abrasive cleaning powder may be used to remove burned-on substance. Do not scrape with sharp tools.

Deep Fat Fryer

The fryer may be used for baking, stewing, roasting, making soups, and other cooking operations as well as deep fat frying. It makes a good bun warmer and may be used for popping corn. A line, on most all fryers, shows the depth of fat that should be used to prevent fat bubbling over.

The fryer comes with a cover and a deep fat frying basket with a detachable handle. For operation, follow manufacturer's instructions.

1. Pour off slightly cooled fat by pouring from back of cooker and away from the control.
2. Wipe out interior with crumpled paper towel to remove excess fat. This is sometimes the only necessary cleaning.
3. To wash the interior, rinse with hot water. Wash with hot detergent water. Use fine steel wool soap pad, if needed, using circular motion. Rinse. Dry.
4. If food burns or sticks, remove surplus and fill bowl with warm water. Heat to simmering. Loosen food particles with rubber

spatula or soft brush. Use fine steel wool soap pad, as above.

5. For discolored bowl, fill bowl with as much water as it will hold easily and add 2½ tablespoons of cream of tartar. Heat to simmering and let stand about ten minutes.
6. The exterior may be wiped with a hot, damp cloth and polished, as needed, with silver polish.
7. Never immerse fryer in water.

REFRIGERATED EQUIPMENT

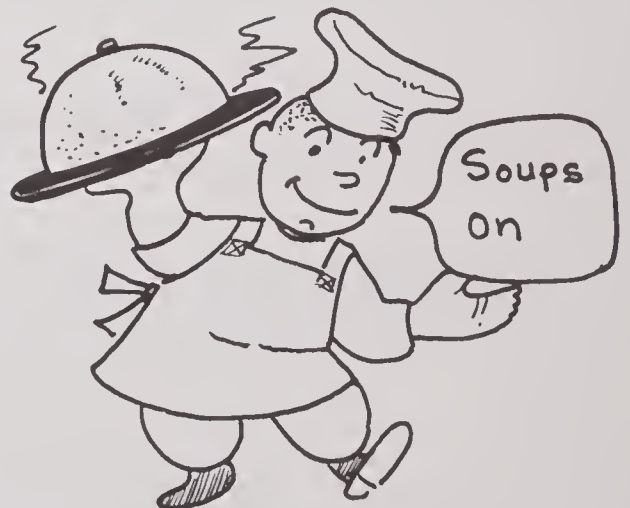
For care, see Food Service Equipment - Institutional, Chapter 16.

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GENERAL

SOME SAFETY CAUTIONS

1. Use a step-stool or ladder for high reaching.
2. Keep cabinet doors and drawers closed when not in use.
3. Remove spilled liquids, peelings, and spots of grease from the floor immediately.
4. Wear aprons and other clothing that will not catch on kitchen equipment.
5. When cooking, keep handles of cooking utensils turned so that they cannot be reached by children or bumped into by adults.
6. Keep all pathways clear.
7. Handle sharp knives with care.
8. Take your time; don't rush.



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